

Voluntary Organisations Group Constitution adopted on the 30th April 2008

1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions of this constitution.

2. The Name

The association's name is The Guernsey Disability Forum's Voluntary Organisations Sub Group (and in this document it is called the VOG).

3. The Objects

The VOG's objects (the Objects) are

- a. Equality in life for all people
- b. To participate in, and contribute to, the work of the Guernsey Disability Forum by representing the views and aims of the various Voluntary Organisations providing support and services to disabled people in the Bailiwick of Guernsey
- c. To campaign for improved access and social inclusion for disabled people and to campaign against social exclusion of disabled people.
- d. To establish reasonable protection under Guernsey law against the discrimination of disabled people.
- e. To raise awareness of the physical and social barriers which discriminate against disabled people..
- f. To improve systems of support on Guernsey for carers of disabled people.
- g. To raise money for the purposes of the VOG and to invest the moneys of the VOG not immediately required for its purposes in or, upon such investments or securities or property of whatever sort as maybe thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required: by law and subject also as hereinafter provided.
- h. To do all such lawful acts or things as are incidental or necessary to the attainment of the above objects or any of them, provided

always that the VOG shall pursue the above objects notwithstanding the use of any general works hereinbefore contained no part of the property or assets of the VOG, whether of the nature of capital or income, shall be applied to or for any object or purpose which is not legally charitable

4. To carry out the objects of the VOG and to direct general policy including finance, an Executive Committee of the VOG (hereinafter called "The Executive") shall be appointed.

MEMBERSHIP

5. Membership is open to organisations representing the interests of disabled people in the Bailiwick of Guernsey and who are approved by the executive. Each member organisation may be represented at meetings of the VOG by a maximum of two people and these people will be referred to as Member Reps. Member Reps. are each entitled to one vote on each resolution put to a vote by the executive. If a Member Rep. is unable to attend a meeting of the VOG he or she may arrange a substitute representative for that meeting and will use best endeavours to inform the Secretary of such replacement prior to the meeting. Member Reps, or their nominated substitute, must be present in order to vote at a meeting.
6.
 - (a) The executive may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the VOG to refuse the application.
 - (b) The executive must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) The executive must consider any written representations the applicant may make about the decision. The executive's decision following any written representations must be notified to the applicant in writing but shall be final.
7. Membership is not transferable.

8. The Secretary must keep a register of names and addresses of the member organisations and names of Member Reps. which must be made available to any member upon request.
9. Termination of Membership
Membership is terminated if:
 - (1) the member organisation ceases to exist;
 - (2) the member resigns by written notice to the VOG unless, after the resignation, there would be less than two members;
 - (3) any sum due from the member to the VOG is not paid in full within six months of it falling due;
 - (4) the member is removed from membership by a resolution of the executive that it is in the best interests of the VOG that the membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty one days' notice in writing of the meeting of the executive at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member's representative has been allowed to make representations to the meeting.

MEETINGS

10. The VOG must hold an annual general meeting within twelve months of the date of the adoption of this constitution.
11. An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
12. Extraordinary General Meetings may be convened by the Executive when necessary, or upon a requisition to the Executive signed by ten or more members of the VOG
13. Not less than fourteen days notice of all general meetings shall be given and such notice may be given in writing or by electronic communication.

14. At the Annual General Meeting, the following appointments shall be made:-

The Executive consisting of:-

Executive Officers;

- (i) Chairman
- (ii) Vice-Chairman
- (iii) Hon. Treasurer
- (iv) Hon. Secretary

And

- (v) Member organisations (hereafter referred to as “Members”)

The above-mentioned officers and members shall be elected for a period of one year, but all are eligible for re-election.

At least 50% of the elected executive officers (i to iv above) will be disabled people.

- 15. The Chairman or in his absence the Vice-Chairman shall preside at all meetings of the VOG. In the event of the absence of both officers, the meeting shall elect a member to preside, Whoever presides shall have a casting vote.
- 16. Five members, including the elected officers, shall form a quorum.
- 17. Every matter shall be decided by a show of hands, but a poll must be conducted if requested by more than two members.
- 18. Minutes of all meetings of the Executive shall be recorded and kept by the Hon. Secretary. At every meeting the minutes of the previous meeting shall be read and if confirmed signed by whoever is presiding.

19. The Executive may invite any person to attend its meetings as an Observer, but without power to Vote.
20. If the VOG resolves, by a simple majority of those present and voting at an Annual General Meeting or Special General Meeting, that the VOG shall be dissolved, any assets remaining after the satisfaction of all proper debts and liabilities shall be given to such other charity or charities, having objects similar to those of the VOG, as the VOG may decide, provided that no resolution to dissolve the VOG shall be considered unless notice in Writing setting out the terms of the resolution shall have been sent to every Member of the VOG not less than 29 days before the date of the meeting at which it is to be considered.
21. This Constitution may be altered by a resolution passed by a simple majority of those present and voting at a meeting of the VOG, provided that no such resolution shall be considered unless notice in writing setting out the terms of the resolution shall have been sent to every member of the Executive not less than 28 days before the date of the meeting at which it is to be considered and there shall have been published in the notice announcing the meeting an indication that alterations to the constitution will be proposed, but so that no alteration shall be made to the Constitution which would make the objects not exclusively charitable or the funds and assets applicable otherwise than for exclusively charitable purposes.

DUTIES OF THE EXECUTIVE

22. The Duties of the Executive shall be to carry out the objects of the VOG as stated in paragraph 3. Member Reps shall communicate the plans and objects of the VOG to their membership and shall consult with, and represent the views of, the members of their organisations.
23. The Executive may co-opt for the current year any person having special knowledge or experience or a representative of an authority or voluntary organisation pursuing similar objectives as the VOG.

24. The Executive shall have the right to suspend the membership of any member co-opted or representative member for good and sufficient reason. The suspended member shall have the right of appeal either verbally or in writing to a general meeting of the VOG.
25. The Hon. Treasurer shall be responsible for the proper keeping of the VOG's accounts and shall have the power to give receipts for all monies paid to him and shall administer the funds in accordance with the instructions of the Executive.
26. Meetings of the Executive may be called by the Chairman as often as he may consider necessary and in the event of the office of Chairman being vacant may be called by the Vice-Chairman and two members of the executive. A meeting of the Executive shall be called upon a requisition signed by four or more members of the Executive stating the object of the meeting At least seven days' notice of meetings of the Executive shall be given to the members thereof.

There shall be a quorum when five members including one of the elected executive officers are present.

27. The Executive shall maintain such banking account or accounts as it thinks fit into such of which as may be appropriate shall be paid forthwith all sums of cash for the time being belonging to the VOG. Cheques shall be signed by any two of the three signatories of the account.
28. All sums of cash at any time standing to the credit of the said banking accounts and not required for immediate working purposes may be invested by the Executive in the name of trustees for the VOG. Subject to any special trusts attached thereto any such sum may be invested in securities for the time being authorised by law for the investment trust funds or in such other investments (including the purchase of freehold or leasehold land) as the Executive shall on the advice of its financial advisors given at the time of investment select.

29. The financial year of the VOG shall end on the last day in March in each year and the independently audited accounts of the VOG shall be presented by the Honorary Treasurer to the Executive at its first annual general meeting after that date.
30. All the proper costs, charges and expenses of and incidental to the management of the VOG shall first be defrayed out of the income of the VOG.
31. Subject to the payments aforesaid the executive shall as and when it thinks fit (but subject to any special trusts attached to any part of the: funds of the VOG) apply or cause to be applied the whole or any part of the income of the VOG and may (subject as aforesaid) apply capital of the VOG in furtherance of the objects of the VOG referred to in paragraph 3.

