



BVSC - MEMORANDUM & ARTICLES OF ASSOCIATION CONSTITUTION

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THE COMPANIES ACTS 1985 & 1989
COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

of

BARNET VOLUNTARY SERVICE COUNCIL

1. The name of the Company (hereinafter called "the Company") is Barnet Voluntary Service Council.
2. The registered office of the Company shall be situated in England and Wales.
3. The objects for which the Company is established are:
 - a) to promote any charitable purpose for the benefit of the community in the local government borough of Barnet (hereinafter called the "area of benefit") and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness.
 - b) to promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of voluntary organisations and statutory authorities.

Provided that in carrying out these charitable purposes, the Council will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

4. The Company shall have the following powers exercisable in furtherance of its said objects but not further or otherwise, namely:
 - a) to undertake or sponsor research and to promulgate the useful results thereof.
 - b) to co-ordinate, and work with other agencies or bodies having similar aims, to encourage the provision and development of appropriate support and educational services, and where appropriate merge with other charitable bodies having similar aims.
 - c) to present, promote, organise, provide, manage and produce, productions, films, broadcasts, concerts, musical pieces, entertainments, exhibitions, tutorials, seminars, courses and workshops, whether on any premises of the Company or elsewhere.
 - d) to procure to be written, printed, published and issued gratuitously or otherwise such papers, books, pamphlets or other documents as shall further the above objects.
 - e) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Company.

- f) to employ staff and/or agents, and to make provision for the proper remuneration of any such persons including power to make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows widowers and other dependants.
- g) subject to such consents as may be required by law to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary for the promotion of its objects, and to construct, maintain and alter any buildings or erections necessary for the work of the Company.
- h) subject to such consents as may be required by law to sell, let, mortgage, dispose or turn to account all or any of the property or assets of the Company as may be thought necessary for the promotion of its objects.
- i) to undertake and execute any charitable trusts which may lawfully be undertaken by the Company and may be necessary for its objects.
- j) subject to such consents as may be required by law to borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit PROVIDED ALWAYS that the Company shall undertake no permanent trading activities in raising funds to achieve its charitable objects.
- k) to invest the monies of the company not immediately required for its purposes in or upon such investments, securities or property as may be 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.
- l) to establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Company or calculated to further its objects.
- m) to receive loans at interest or otherwise from and to lend money and give credit to, and/or to take security for such loans or credit from, any person or company as may be necessary or convenient for the work of the Company.
- n) to establish, operate and maintain or to co-operate with others in establishing, operating and maintaining at such places as may be deemed appropriate by Company any dining and refreshment rooms, stalls and facilities for the supply thereof of food, drink and refreshments in furtherance of the objects PROVIDED THAT such food, drink or refreshments shall only be available to persons participating in the activities of the Company.
- o) to establish local branches.
- p) to carry on trade insofar as either the trade is exercised in the course of the actual carrying out of the primary purposes of the Company or the trade is temporary and ancillary to the carrying out of the objects aforesaid.
- q) to insure and arrange insurance cover for and to indemnify its officers servants voluntary workers and members from and against all such risks as the company may from time to time think fit.
- r) to do all such other lawful things as shall further any or all of the above objects.

PROVIDED THAT:

- 1) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such a manner as allowed by law, having regard to such trusts
- 2) The objects of the Company shall not extend to the regulation of relations between employers and workers or organisations of employers and organisations of workers.
- 3) In case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the directors of the Company shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such directors have been if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the High Court of Justice or the Charity Commissioners over such directors, but they shall as regards to any such property be subject jointly and separately to such control or authority as if the Company were not incorporated.
- 4) The income and property of the Company, whencesoever derived, shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Company and no director shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company.

PROVIDED THAT nothing herein shall prevent the payment, in good faith by the Company:

- a) of reasonable and proper remuneration for any services rendered to the Company by any member, officer or servant of the Company who is not a director;
- b) of the usual professional charges for business done by any director who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Company to act in a professional capacity on its behalf: provided that at no time shall a majority of the directors benefit under this provision and that a director shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- c) of interest on money lent by any member of the Company or of a director at a rate per annum not exceeding 2% less than the base lending rate of a clearing bank to be selected by the directors;
- d) of reasonable and proper rent for premises demised or let by any member of the Company or by a director;
- e) of fees remuneration or other benefit in money or money's worth to a company of which a director may be a member holding not more than one hundredth part of the issued capital of such company;

- f) of reasonable and proper out-of-pocket expenses to any director;
 - g) of the payment of any premium in respect of any insurance or indemnity to cover the liability of the directors (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the company PROVIDED THAT any such insurance or indemnity shall not extend to any claim arising from any act or omission which the directors (or any of them) knew or ought reasonably to have known was a breach of trust or which was committed by the directors (or any of them) in reckless disregard of whether it was a breach of duty or breach of trust.
6. No additions, alterations, or amendments shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force, unless the same shall have been previously submitted to and approved by the Charity Commissioners for England and Wales.
 7. The liability of the members is limited.
 8. Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the assets of the Company, if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the Company contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.
 8. If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid or distributed among the members of the Company, but shall be given or transferred to some other charity or charities with similar objects to the Company and whose governing instrument prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof such charity or charities to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other charitable object subject to the prior approval of the Charity commissioners for England and Wales.

THE COMPANIES ACTS 1985 & 1989
COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

-of-

BARNET VOLUNTARY SERVICE COUNCIL

1. In these Articles the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:

WORDS	MEANINGS
the Act.....	The Companies Act 1985 including any statutory modification thereof.
these Articles.....	These Articles of Association and the regulations of the Company from time to time in force.
the Company	The above-named Company.
the Directors.....	The directors of the Company (and "director" has a corresponding meaning.)
the Secretary	Any person appointed to perform the duties of the secretary of the Company.
the office	The registered office of the Company.
the seal	the common seal of the Company.
the United Kingdom	Great Britain and Northern Ireland.
Month.....	Calendar Month.
clear days	In relation to the period of a notice means the periods excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.
in writing.....	Written, printed or lithographed or partly one and partly another and other modes of representing or reproducing words in a visible form.

Words indicating the singular number only shall include the plural number, and vice versa.

Words indicating the masculine gender only shall include the feminine gender. And Words indicating persons shall include organisations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these Articles become binding on the Company shall, if not inconsistent with the subject or context, bear the same meanings in these Articles.

2. The Company is established for the purposes expressed in the Memorandum of Association.
3. The subscribers to the Memorandum of Association and such other persons as the Company shall admit to membership in accordance with such regulations as the directors shall make from time to time shall be members of the Company.
4. The directors shall have the right for good and sufficient reason to terminate the membership of any member PROVIDED ALWAYS that the member concerned shall have a right to be heard before a final decision is made.
5. The provisions of section 352 of the Act shall be observed by the Company, and every member of the company shall either sign a written consent to become a member or sign the register of members on becoming a member.

GENERAL MEETINGS

6. The Company shall hold a general Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Company and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the company holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.
7. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
8. The directors may whenever they think fit convene an Extraordinary General Meeting, and Extraordinary General meetings shall also be convened on such Requisition, or in default may be convened by such requisitionists, as provided by section 368 of the Act and if at any time there are not within the United Kingdom sufficient directors to form a quorum any director or any member of the Company may convene an Extraordinary General Meeting.
9. Twenty-one clear days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and fourteen clear days' notice in writing at the least of every other general Meeting specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in the manner hereinafter mentioned to such persons (including the auditors) as are under these Articles or under the Act entitled to receive such notices from the Company; PROVIDED THAT a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in these Articles, be deemed to have been duly called if it is so agreed:-
 - a) in the case of the Annual General Meeting by all the members entitled to attend and vote; and
 - b) in the case of any other meeting by a majority of the members having a right

to attend and vote at the meeting, being a majority together representing not less than 95% of the total voting rights of all the members.

10. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceedings at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

11. All business shall be deemed special that is conducted at an Extraordinary General Meeting and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the financial statements, and the reports of the directors and the Auditors, the election of directors in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the Auditors.
12. No business shall be transacted at any General Meeting unless a quorum of Members is present when the meeting proceeds to business. Save as herein otherwise provided 15% of the members shall be a quorum.
13. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, or if during such a meeting a quorum ceases to be present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the directors may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.
14. The chairperson (if any) of the directors shall preside as chairperson at every General Meeting, but if there be no such chairperson, or if at any meeting he or she shall not be present within fifteen minutes after the time appointed for holding the meeting or shall be unwilling to preside, the members present and entitled to vote shall choose a director to preside as chairperson of the meeting, or if all the directors present decline to take the chair, the members present and entitled to vote shall choose a member of the Company who is present to preside.
15. A director shall, notwithstanding that he is not a member of the Company, be entitled to attend and speak at any General Meeting.
16. The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Otherwise, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
17. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by:
 - a) the Chairperson; or
 - b) at least three members having the right to vote at the meeting; or

- c) a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chairperson of the meeting that a resolution has been carried, or carried unanimously or carried by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
18. The demand for a poll may be withdrawn.
19. Subject to the provisions of Article 20, if a poll be demanded under Article 17, it shall be taken at such time and place, and in such manner, as the Chairperson of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
20. No poll shall be demanded on the election of a Chairperson of a meeting, or on any question of adjournment.
21. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.
22. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

23. Subject to Article 21, every member shall have one vote.
24. No member shall be entitled to vote on any question at any General Meeting unless all monies presently payable by him to the Company have been paid.

BOARD OF DIRECTORS

25. The number of directors shall never be less than 3, and the maximum number shall be such number as may from time to time be determined by a General Meeting.
26. The directors may from time to time and at any time appoint any member of the Company as a director, either to fill a casual vacancy or by way of addition to their number, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election.

POWERS OF THE DIRECTORS

27. a) The business of the Company shall be managed by the directors who may pay expenses incurred in the promotion and formation of the Company as they think fit, and may exercise all such powers of the Company which are not those required to be exercised or done by the Company in general Meeting. Any such requirement may be made either by the Act or by these Articles or by any regulation made by the Company in General Meeting; but no such regulation shall invalidate any prior act of the directors which would have been valid if that regulation had not been made.

- b) In the exercise of the aforesaid powers and in the management of the Business of the Company, the directors shall always be mindful that they are charity trustees within the definition of section 97 of the Charities Act 1993 as the persons having the general control and management of the administration of a charity.
28. The directors may act notwithstanding any vacancy in their body; PROVIDED ALWAYS that in case the directors shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these Articles, it shall be lawful for them to act for the purpose of admitting persons to membership of the Company, filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.
29. All cheques and other negotiable instruments and all receipts for money paid to the Company shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be, in such manner as the directors shall from time to time determine.
30. The directors shall cause minutes to be made:
- a) of all appointments of officers made by the directors:
 - b) of the names of the directors present at each directors meeting;
 - c) of all resolutions and proceedings at all meetings of the Company, and of the directors, including the names of the directors present at each such meeting, and any such minutes of any meeting if purported to be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting shall be conclusive evidence of the facts stated in the minutes.

SECRETARY

31. a) The secretary shall be appointed by the directors for such time, at such remuneration and upon such conditions as they may think fit, and any secretary so appointed may be removed by them. The provisions of section 283 of the Act shall apply and be observed. The directors may from time to time by resolution appoint an assistant or deputy secretary, and any person so appointed may act in place of the secretary if there be no secretary or no secretary capable of acting PROVIDED ALWAYS that no director shall occupy the salaried position of secretary.
- c) A provision of the Act or of these Articles requiring or authorising a thing to be done by or to a director and the secretary shall not be satisfied by its being done by or to the same person acting as director and as, or in the place of, secretary.

DIRECTORS' EXPENSES

32. The directors may be paid all reasonable expenses properly incurred by them in connection with the business of the Company but shall not be paid any other remuneration, or any other benefit in money or moneys worth.

THE SEAL

33. The seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the directors and in the presence of at least one director and of the secretary, the said director and secretary shall sign every instrument to which the seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Company such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

DISQUALIFICATION OF DIRECTORS

34. The office of director shall be vacated:
- a) If he ceases to be a director by virtue of any provision in the Act or is disqualified from acting as a director by virtue of section 72 of the Charities Act 1993 or any statutory re-enactment or modification thereof.
 - b) If he becomes incapable by reason of mental disorder illness or injury of managing and administering his or her property and affairs.
 - c) If he is directly or indirectly involved in any contract with the Company and fails to declare the nature of his interest in the proper way. The proper way is by giving notice at the first meeting at which the contract is discussed or the first meeting after the director becomes involved in the contract.
 - d) If by notice in writing to the Company he resigns his office.
 - e) If he is removed from office by a resolution duly passed pursuant to section 303 of the Act.
 - f) If he fails (in the opinion of a majority of directors) without reasonable excuse to attend three consecutive meetings of the directors.

ROTATION OF DIRECTORS

35. At the first Annual General Meeting and at the Annual General Meeting to be held in every subsequent year, one-third of the directors for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.
36. The directors to retire shall be those who have been longest in office since their last election or appointment. As between directors of equal seniority, the directors to retire shall in the absence of agreement be selected from among them by lot. The length of time a director has been in office shall be computed from his or her last election or appointment. A retiring director shall be eligible for re-election.
37. The Company may, at the meeting at which a director retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring director shall, if offering himself or herself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office, or unless a resolution for the re-election of such a director shall have been put to the meeting and lost.
38. No person other than a director retiring at the meeting shall be eligible for election as director at any General Meeting unless:

- a) he is recommended by the directors for election; or
 - b) not less than 4 nor more than 21 clear days before the date set for the meeting there shall have been given to the secretary notice in writing, by a member duly qualified to be present and vote at the meeting for which such notice is given, of the member's intention to propose such person to be proposed and of his willingness to be elected.
39. The Company may from time to time in General Meeting increase the number of directors, and determine in what rotation such increased number shall go out of office, and may make the appointments necessary for effecting any such increase.

PROCEEDINGS OF THE DIRECTORS

40. The directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business, provided that the quorum for meetings of the directors shall never be less than 1/3 or 3 (whichever is the greater number) of the directors. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the chairperson shall have a second or casting vote.
41. A director may, and on the request of a director the secretary shall, at any time, summon a meeting of the directors by notice served upon the directors. A director who is absent from the United Kingdom shall not be entitled to notice of a meeting.
42. The directors shall from time to time elect a chairperson who shall be entitled to preside at all meetings of the directors at which he or she shall be present, and may determine for what period he or she is to hold office, but if no such chairperson be elected, or if at any meeting the chairperson be not present within fifteen minutes after the time appointed for holding the meeting and willing to preside, the directors present shall choose one of their number to be chairperson of the meeting.
43. A meeting of the directors at which a quorum is present shall be competent to exercise all the regulations of the Company for the time being vested in the directors generally.
44. The directors may delegate any of their powers to sub-committees consisting of such directors and others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the directors. The meetings and proceedings of any such committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the directors so far as applicable and so far as the same shall not be superseded by regulations made by the directors. Any such committees shall report to the directors on any decisions taken as soon as possible. No such committee shall incur expenditure on behalf of the Company except in accordance with a budget which has been approved by the directors.
45. All acts bona fide done by any meeting of the directors or by any committee of the directors, or by any person acting as a director, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such director or person acting as aforesaid, or that they or any of them were disqualified from holding office, or had vacated office, be as valid as if every

such person had been duly appointed or had duly continued in office and was qualified to be a director.

46. A resolution in writing signed by all directors or of any committee of directors who are entitled to receive notice of a meeting of the directors or of such committee shall be as valid and effectual as if it had been passed at a duly convened and constituted meeting of the directors or such committee (as the case may be).

ACCOUNTS

47. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

ANNUAL REPORT

48. The directors shall comply with their obligations under the Charities Act 1993 or any statutory re-enactment or modification thereof with regard to the preparation of an annual report and its transmission to the Charity Commissioners.

ANNUAL RETURN

49. The directors shall comply with the provisions of the Charities Act 1993 or any statutory re-enactment or modification thereof with regard to the preparation of an annual return and its transmission to the Charity Commissioners.

NOTICES

50. A notice may be served by the Company upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his or her registered address as appearing in the register of members.
51. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Company an address within the United Kingdom at which such notices may be served upon him or her shall be entitled to have notices served upon him or her at such address, but, save as aforesaid and as provided by the Act, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Company.
52. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

DISSOLUTION

53. Clause 8 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

INDEMNITY

54. Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any

liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

BARNET VOLUNTARY SERVICE COUNCIL TERMS OF REFERENCE OF BOARD OF TRUSTEES

This document sets out aspects regarding the Board of Trustees of Barnet Voluntary Service Council and should be read in conjunction with the Memorandum and Articles of Association of BVSC and the Membership Document.

1. Board of Trustees

Subject to any conditions imposed and hereinafter mentioned, the policy of BVSC and strategic management of the affairs of the organisation shall be directed by a Board of Trustees whose membership shall comprise the following:

- a. Ex-officio the Honorary Officers of BVSC in accordance with Clause 7.2.1. of the Rules of Membership;
- b. not less than three and no more than eight elected ordinary members of the Board.

The first members of the Board shall be the Honorary Officers and those elected at the Annual General Meeting of Barnet Voluntary Service Council and at subsequent AGMs likewise.

In addition, the Board of Trustees shall have power to co-opt persons whether or not being members of BVSC to serve on the Board until the conclusion of the next Annual General Meeting. Previously co-opted Trustees will be eligible for co-option for a further term or terms, subject to clause 1.10 hereof and provided that the number of such co-opted members shall not exceed one fourth of the total number of elected members serving on the Board at any one time.

- 1.4. Election (as opposed to co-option) to the Board of Trustees shall be for three years. One third of the elected members of the Board shall retire annually. Retiring members, subject to clause 7.2.1 of the rules of membership shall be eligible for re-election. The members to retire being those who have been longest in office since their last election excluding ex-officio or co-opted members. Where two or more members due to retire have been in office for the same length of time, a decision shall be made by lot.
- 1.5. The Board of Trustees shall meet not less than three times each year.
- 1.6. Every member of the Board of Trustees shall have one vote. However, representatives of bodies giving substantial funding or to whom BVSC (through its Board of Trustees) is contracted, shall not be eligible to be voting members of the Board. Co-opted members shall be entitled to vote immediately following their co-option.
- 1.7. The Board of Trustees may fill any casual vacancy on the Board. Any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of BVSC. He/she shall be eligible for election at that meeting provided that the period before any such election shall not be taken into account when calculating members' six yearly terms under clause 7.2.2. of the Membership Document.

- 1.8. The proceedings of the Board of Trustees shall not be invalidated by an inability to appoint or any defect in the appointment, election, co-option or qualification of any member, subject to the presence of a quorum of members given in clause 3.3 elected in accordance with the rules of membership.
- 1.9. The Board of Trustees shall appoint such staff as shall in its opinion be necessary and shall determine their remuneration, duties and conditions of service.
- 1.10. No representative or co-opted member of the Board shall serve for more than six consecutive years. On the expiration of such period one further year must elapse before any such representative or member shall be eligible for re-election.
- 1.11. Members of the Board of Trustees are expected to become involved in one of BVSC's standing sub-committees (and/or time limited sub-committees).

2. Determination of Membership of the Board of Trustees

A member of the Board of Trustees shall cease to hold office if he or she:

- a. Is disqualified from acting as a member of the Board of Trustees by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification to that provision).
- b. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
- c. Is absent without permission of the Board of Trustees from all their meetings (and/or the meetings of sub-committees) held within a period of six months. The Board of Trustees resolve that his or her office be vacated provided that a member faced with removal shall have the right to be heard by other members of the Board before a vote is taken.
- d. Notifies to the Board of Trustees a wish to resign but only if at least three members of the Board shall remain in office when the notice of resignation is to take effect.

3. Meetings and Proceedings of the Board of Trustees

- 3.1. The Board of Trustees shall hold at least three ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Board upon not less than four days' notice being given to the other members of the Board of the matters to be discussed. If the matters include the appointment of a co-opted member than not less than 21 days' notice must be given.
- 3.2. The BVSC Chair shall act as chair at meetings of the Board of Trustees. If the Chair is absent from any meetings, the members of the Board present shall elect one of the Vice Chairs to be the chair. In the event that both Vice Chairs are absent from any meeting, members of the Board shall choose one of their number to be the chair of the meeting before any business is transacted.
- 3.3. There shall be a quorum of at least one third of the number of voting members of the Board of Trustees, or three members of the Board, whichever is the greater, present at the meeting. A quorum must include a majority of elected members.

- 3.4. Every matter shall be determined by a majority vote of the members of the Board of Trustees present and voting on a question. In the case of equality of votes the chair of the meeting shall have a second or casting vote.
- 3.5. Minutes shall be kept of all meetings of the Board of Trustees and of all Sub-Committee meetings.
- 3.6. The Board of Trustees may appoint a Finance, Funding & Resources Sub-Committee and/or any other such standing sub-committees or time-limited committees as may be deemed necessary and may determine their terms of reference, powers, duration and membership provided that:
 - a. The members of any committee appointed under this clause shall from time to time elect a chairperson from among their number. Members appointed under sub-clause 3.6.b. shall not be entitled to hold this office.
 - b. Committees appointed under this clause may co-opt up to two additional members, whose appointment must be approved by the Board of Trustees.
 - c. All acts and proceedings of any committees shall be fully reported to the Board of Trustees.
 - d. Committees appointed under this clause shall have a quorum of three persons, including a majority of Trustees.
- 3.7. The Board of Trustees may at its absolute discretion invite such non-members to attend Board or committee meetings, as it shall decide. Such persons shall attend as non-voting observers only and may only speak at such meetings with the permission of the chair of the committee.

Amended in accordance with resolutions passed by BVSC Members at the Annual General Meeting – 12 July, 2005.

BARNET VOLUNTARY SERVICE COUNCIL MEMBERSHIP DOCUMENT

This document sets out aspects of membership of Barnet Voluntary Service Council and should be read in conjunction with the Memorandum and Articles of Association and the Terms of Reference of the Board of Trustees.

1. The purpose of membership

- 1.1. To create a local movement with a clear focus to achieve greater influence for the voluntary and community sector in Barnet.
- 1.2. To encourage good practice by its members and to assist BVSC in the achievement of the above.
- 1.3. To assist forward thinking and suggest ways in which BVSC might help with social welfare issues and develop opportunities for improvement in community life.

To that end BVSC is committed to:

- supporting, promoting and co-ordinating an effective voluntary and community sector in the London Borough of Barnet to enhance the quality of life for all.
- developing a vibrant, empowered and sustainable voluntary and community sector.

2. Eligibility for Membership

Representing a broad cross-section of organisations, BVSC was established to take an interest in all aspects of community life. Organisations or individuals wishing to join BVSC as either full, affiliated or associate members are required to meet the following broad criteria:

2.1. Full Members

A full member is:

- a. a voluntary or community organisation which is based in or representing those living or working in the London Borough of Barnet, and which is primarily concerned with social welfare, environment, minority ethnic communities, cultural, social, recreational or religious activities and which supports the aims and objectives of BVSC. (NB members do not have to be registered charities. However, if the organisation does not have charitable status, its aims and objectives should be stated in a document which is available for public inspection.)
- b. a non-profit making organisation and also not engaged in party political activities

2.2. **Affiliated Member**

An affiliated member is:

a statutory agency or other such private sector organisation operating in the London Borough of Barnet, which supports the aims and objectives of BVSC and is not engaged in party political activities.

2.3. **Associate Member**

An associate member is:

an individual who lives or works in the London Borough of Barnet or who has an association with the Borough or BVSC and who supports the aims and objectives of BVSC.

3. **Values Underpinning the work of BVSC**

TO:

- 3.1. promote diversity, equal opportunities and social justice for all regardless of race, gender, belief, disability, age, sexual preference or geographical location;
- 3.2. promote participation, partnership, accountability, transparency and community involvement;
- 3.3. work throughout the whole of the London Borough of Barnet;
- 3.4. treat people with dignity and respect;
- 3.5. be committed to providing a quality service which strives for continuous improvement;
- 3.6. be open to change and committed to making a difference;
- 3.7. promote, co-ordinate and strengthen the voluntary and community sector in Barnet.

4. **Benefits of Membership**

By becoming a member of BVSC, voluntary and community organisations will:

- be a strong voice for the local voluntary/community sector;
- become part of an active and growing network of voluntary organisations;
- be able to participate in all activities, networks, training seminars, conferences, etc. organised by BVSC;

- be able to vote at BVSC's AGM, be nominated to the Board of Trustees and join in electing BVSC Trustees and through them have a say in how BVSC is governed;
- be included on the BVSC membership database;
- be able to access BVSC services which include:
 - support and advice on community accountancy, funding, organisational development, health and social care and partnership working and planning
 - administrative support services
 - the BVSC quarterly newsletter LINK, email network and website and use of these media to promote/publicise members' activities
 - updates and briefings on current developments in the voluntary/community sector.

5. **Application for Membership**

- 5.1. All applications for membership shall be in writing on the approved application form available from BVSC.
- 5.2. All applications for membership shall be approved or rejected by the Board of Trustees or as so delegated by the Board to the appropriate Standing Sub - Committee. Approvals shall take place at convened meetings of the Board or appropriate Sub-Committee. When considering applications, the Board/Committee will use its best endeavours to ensure that any applicant organisation/individual meets the eligibility criteria for membership and that applicants for full membership are voluntary organisations.
- 5.3. In considering applications the Board of Trustees/Sub-Committee will also take the following factors into account:
 - the organisation is open to all members of the community with interests relevant to the organisation's publicly stated aims;
 - the organisation has stated policies in existence on equal opportunity values and safe guarding children and vulnerable adults (where applicable) or there is a commitment to improve practice in this area;
 - the organisation undertakes to submit annually a copy of its Annual Report to BVSC.

6. **Cost of Membership**

All classes of membership, except where the Board of Trustees or appropriate Sub-Committee decide otherwise will be subject to a payment of an annual subscription. The amount will be determined annually by the Finance, Funding & Resources Sub-Committee Committee.

7. **Governance of General Meetings**

7.1. **Full Members**

Organisations that have been accepted into membership of BVSC are able to nominate one of their own members to speak and vote on their behalf at general meetings of BVSC. The name and address of the nominee and of the nominating organisations must be notified to BVSC before such a nominee can exercise a vote at a general or Board meeting. Each member shall be entitled to one vote exercisable by its nominee.

7.2. **Affiliated Members**

Statutory and other such organisations are allowed representatives at general meetings but do not have voting rights.

7.3. **Associate Members**

Individual associate members are allowed one vote at BVSC general meetings.

7.4. **Honorary Officers and Board of Trustee Membership**

- a. At the Annual General Meeting of BVSC, members shall elect from amongst themselves a chairperson, two vice-chairpersons, a treasurer and other such

honorary officers BVSC may from time to time decide, who shall hold office from the end of that meeting.

- b. The chairperson and honorary officers shall hold office until the end of the next Annual General Meeting of BVSC after their election but shall be eligible for re-election provided that no honorary officer shall hold office for more than six consecutive years. On the expiration of such a period one further year must elapse before any honorary officer shall be eligible for re-election.
- c. At the Annual General Meeting of BVSC members shall elect from amongst themselves members for the Board of Trustees whose membership shall comprise the following:
 - ex-officio the honorary officers of BVSC in accordance with clause 7.4.a. above;
 - not less than three and no more than eight elected ordinary members.
- d. Nominations for election to the Board of Trustees must be made by members of BVSC in writing and must be in the hands of the secretary of the Board at least fourteen days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.
- e. Election to the Board of Trustees shall be for three years. One third of the elected members of the Board shall retire annually. Retiring members subject to clause 7.4.b. above shall be eligible for re-election. The members to retire being those who have been longest in office since their last election excluding ex-officio or co-opted members. Where two or more members due to retire have been in office for the same length of time, a decision shall be made by lot.

8. Termination of Membership

- 8.1. If a voluntary or community organisation indicates in writing that it no longer wishes to be a member of BVSC, it then ceases to have rights to nominate a person to represent it or vote on its behalf at BVSC meetings.
- 8.2. The Board of Trustees reserves the right to withdraw membership from any organisation failing to conform to current membership criteria or which is acting in a way likely to affect the reputation and good name of BVSC. Any member faced with removal shall have the right to have its case heard by a representative panel from the Board of Trustees convened for this purpose. Any decision made by this panel will be final.
- 8.2. Any former member of BVSC applying for re-instatement shall be accepted on the same basis as a new member.

Reviewed in accordance with amendments to Terms of Reference of BVSC Board of Trustees as before.

21 July, 2005.

5 August, 2005.