**Constitution of Barnsley Borough City of Sanctuary**

**1 NAME**

 The name of the group shall be: **Barnsley Borough City of Sanctuary**

**2 The objects and purposes of the Group are:-**

* To promote the inclusion and welfare of refugees and asylum-seekers, by encouraging Barnsley to make a public commitment to becoming a place of welcome and safety by adopting the title of ‘City of Sanctuary’.
* To encourage and support local communities and voluntary, community and faith (VCF) organisations in welcoming and assisting asylum-seekers and refugees.
* To publicise and celebrate the contribution of asylum-seekers and refugees to their local communities, and to UK society and culture, and to challenge hostility and discrimination against them.

**3 TRUSTEES**

The group shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the group.

**4 CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

1. raise funds, receive grants and donation
2. open bank accounts
3. apply funds to carry out the work of the group
4. acquire and run buildings
5. co-operate with and support other charities with similar purposes
6. take out any insurances needed to protect the group and its property
7. do anything which is lawful and necessary to achieve the purposes

**5** **MEMBERSHIP**

The charity shall have a membership. People who support the work of the group and are aged 18 and over willing to abide by the rules of the group can apply to the trustees to become a member. The trustees will keep an up-to-date membership list.

The trustees may remove a person’s membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

**6 ANNUAL GENERAL MEETING - AGM**

1. The AGM must be held every year, with 14 days’ notice given to all

members telling them what is on the agenda. Minutes must be kept of the AGM.

1. There must be at least 3 members present at the AGM.
2. Every member has one vote.
3. The trustees shall present the annual report and accounts.
4. Any member may stand for election as a trustee.
5. Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

**7 TRUSTEE MEETINGS**

1. Trustees must hold at least 3 meetings each year. At their first meeting after the AGM the Trustees will elect a steering committee to oversee the activities of the group. Trustees may act by majority decision.
2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
5. The Trustees may co-opt up to two individuals, in an advisory

non-voting capacity that it feels will help to fulfil the aims of the group.

1. The trustees may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.

**8 MONEY AND PROPERTY**

1. Money and property must only be used for the group’s purposes.
2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
3. Trustees cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.
4. Money must be held in the group’s bank account. All cheques must be signed by 2 from 3 named trustees, not to be related.

**9 GENERAL MEETINGS**

If the Trustees consider it is necessary to change the constitution, or wind up the group, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days’ notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

1. **Winding up -** any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
2. **Changes to the Constitution -** can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
3. **General Meeting -** called on written request from a majority of members**.**
4. Trustees may also call a General Meeting to consult the membership

**10 SETTING UP THE GROUP**

This constitution was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ by the people whose signatures appear below. They are the first members of the group and will be the trustees until the AGM, which must be held within one year of this date.

**Name**

**Signed**

 **Name**

**Signed**

 **Name**

**Signed**

 **Name**

**Signed**