

Global Campaign on Military Spending UK Constitution



1. Name

1.1. The name of the association shall be **Global Campaign on Military Spending – UK. (GCOMS-UK).**

2. Aims and Powers

2.1. The aims will be:

2.2. To bring together like-minded UK-based organisations in a coalition, and coordinate their work to promote reductions in military spending and the re-allocation of the resources so released to areas of social and environmental need.

2.3. GCOMS-UK is empowered to do all things necessary to fulfil the aims.

3. Membership

3.1. Membership is open to organisations who support our aims. (Known as Supporting Organisations) Individuals who support its aims can also join.

3.2. Membership will begin as soon as the membership form has been received and approved.

3.3. An annual membership fee scale will be agreed at the Annual General Meeting (AGM).

3.4. A list of all members will be kept by the membership secretary.

4. Ceasing to be a member

4.1. Members may resign at any time in writing to the secretary.

4.2. Any offensive or discriminatory behaviour, including racist, sexist or otherwise abusive/aggressive remarks, including in writing, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Steering Steering Group, accompanied by a friend, before a final decision is made.

5. Equal Opportunities

5.1. (GCOMS-UK) shall promote equality of opportunity and oppose any form of discrimination.

6. Officers and Steering Group

6.1. The business of the association will be carried out by a Steering Group elected at the Annual General Meeting. Such business will include fundraising, strategic and operational planning, and managing any staff appointed. The Steering Group will meet as necessary and not less than four times a year.

6.2. The Steering Group will consist of at least 5 members, and be composed of 3 officers and additional Steering Group members. Up to 2 additional members may be co-opted onto the Steering Group between AGMs at the discretion of the Steering Group. Officers are

required to stand down after 3 years in post (though they may remain as Steering Group members) to allow the leadership to move around the membership.

6.3. The officers' roles are as follows:

6.4. Chair (or Co-chairs), who shall chair both general and Steering Group meetings.

6.5. Secretary, who shall be responsible for taking minutes, distributing papers and keeping membership records.

6.6. Treasurer, who shall be responsible for maintaining accounts.

6.7. In the event of an officer standing down during the year, a replacement will be co-opted and then put forward for election at the next appropriate AGM.

6.8. Any Steering Group member not attending a meeting without apology for three months will be contacted by the Steering Group and asked if they wish to resign.

6.9. The Steering Group meetings will be open to any representative of a Supporting Organisation wishing to attend, who may speak but not vote.

7. Meetings

7.1. Annual General Meetings

7.1.1. An Annual General Meeting (AGM) will be held within thirteen months of the previous AGM.

7.1.2. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

7.1.3. Nominations for the Steering Group may be made to the Secretary before the meeting, or at the meeting.

7.1.4. The quorum for the AGM will be 10% of the organisational membership or 10 members, whichever is the greater number.

7.1.5. At the AGM:-

7.1.5.1. The Steering Group will present a report of the work of GCOMS-UK over the year.

7.1.5.2. The Steering Group will present the accounts of GCOMS-UK for the previous year.

7.1.5.3. The officers and Steering Group for the next year will be elected.

7.1.5.4. Any proposals or resolutions given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2. Special General Meetings

7.2.1. The Secretary will call a Special General Meeting at the request of the majority of the Steering Group or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

7.2.2. The meeting will take place within twenty-one days of the request.

7.2.3. All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

7.2.4. The quorum for the Special General Meeting will be 10% of the organisational membership or 10 members, whichever is the greater number.

7.3. Network Meetings

7.3.1. Network Meetings are open to all members and will be held at least once every 3 months or more often if necessary. Observers (with speaking rights) are welcome.

7.3.2. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

7.3.3. The quorum for a Network Meeting shall be 10% of the organisational membership or 5 members, whichever is the greater number.

7.4. Steering Group Meetings

7.4.1. Steering Group meetings may be called by the Chair or Secretary. Steering Group members must receive notice of meetings at least 7 days before the meeting.

7.4.2. The quorum for Steering Group meetings is three Steering Group members.

8. Rules of Procedure for meetings

8.1. Meetings of all types may be held on line or in person, or a combination.

8.2. If the meeting is inquorate, its decisions are not binding.

8.3. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

8.4. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of organisational members (supporting organisations) present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9. Finances

9.1. An account will be maintained on behalf of the Association at a bank agreed by the Steering Group. Three cheque signatories will be nominated by the Steering Group (one to be the Treasurer). The signatories must not be related nor members of the same household.

9.2. All payments will be signed by two of the signatories.

9.3. For cheque payments, two signatories will sign the cheque.

9.4. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

9.5. Records of income and expenditure (including legitimate Steering Group expenses) will be maintained by the Treasurer and a financial statement given at each meeting.

9.6. Funds may be raised either for general use or for specific projects within GCOMS. They can only be used to further the aims of the association.

10. Amendments to the Constitution

10.1. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

- 10.2. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- 10.3. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

- 11.1. If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 11.2. If it is agreed to dissolve the association, all remaining money and other assets, once outstanding debts have been paid, will be donated to an organisation with similar aims. The organisation chosen will be agreed at the meeting which agrees the dissolution.

This constitution was approved at the Steering Group meeting of GCOMS-UK on:-

Date: 30 June 2021

Name and position: John Cooper, Chair

Signed

Name and position: Colin Archer, Secretary

Signed

Name and position: Philip Austin, Treasurer

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