

## **Voluntary Organisations for Young People and Children (Devon)**

1. **NAME:** The name shall be Voluntary Organisations for Young People and Children (Devon) to be known as **VOYC (Devon)** hereinafter referred to as the **ORGANISATION**.
2. **AIM:** The **ORGANISATION** is established for the following object: to help and advance the education of young persons in Devon and elsewhere in the United Kingdom so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as responsible members of society.
3. **METHODS:** In furtherance of the above but not further or otherwise the **ORGANISATION** may:
  - 3.1 meet the needs and aspirations of children and young people in Devon and elsewhere in the United Kingdom by strengthening and supporting the work of the member organisations;
  - 3.2 encourage and support effective means of identifying the needs of children and young people;
  - 3.3 encourage and support co-operation including joint action and the sharing of resources at County level and at area and neighbourhood level particularly where local facilities for co-operation do not exist or are inadequate;
  - 3.4 provide opportunities for views to be expressed and discussed publicly or otherwise on any matter concerning the needs of children and young people;
  - 3.5 provide opportunities for the member organisations to express their views unanimously or otherwise to the Government, Local Government, and other bodies, and to ensure effective consultation;
  - 3.6 review existing provisions for children and young people and encourage any new provisions which may be required;
  - 3.7 make use of any method which is consistent with the aim of the **ORGANISATION** as stated above;
  - 3.8 employ and pay any person or persons (not being members of the Management Committee hereof) to supervise, organise, and carry on the work of the organisation and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants;
  - 3.9 enter into agreements with Authorities to provide services for children and young people;
  - 3.10 enter into agreements with Authorities to administer funds to Voluntary Organisations on behalf of the said Authorities;
  - 3.11 bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals;
  - 3.12 promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results of such research, surveys and investigations;
  - 3.13 arrange for and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses;

3.14 collect and disseminate information on all matters affecting such objects and exchange such information with other bodies having similar objects whether in this country or overseas;

3.15 undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the **ORGANISATION**;

3.16 procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets, or other documents or films or recorded tapes as shall further such objects;

3.17 purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of such objects and construct, maintain and alter any buildings or erections necessary for the work of the **ORGANISATION**;

3.18 make regulations for any property which may be so required;

3.19 subject to such consents as may be required by law sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the **ORGANISATION**;

3.20 subject to such consents as may be required by law accept gifts and borrow or raise money for such objects on such terms and on such security as shall be thought fit;

3.21 procure contributions to the **ORGANISATION** by personal or written appeals, public meetings or otherwise;

3.22 invest the money of the **ORGANISATION** not immediately required for such objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

3.23 promote and improve the efficiency of the charitable activities undertaken by other charities and organisations working with children and young people;

3.24 enter into agreements with charities, organisations or authorities to administer, monitor and evaluate any activities or projects involving children and young people;

3.25 encourage amongst adults a greater interest in and responsibility for children and young people in order to promote good citizenship.

3.26 employ all such other lawful things as are necessary for the attainment of such objects;

3.27 encourage the provision of opportunities for children and young people to express their views on, and effectively to influence, the kind of service which is offered to them by central or local government or other bodies and this may be done in part by the formation of a Youth Forum.

#### **4. MEMBERSHIP:**

4.1 Membership of the **ORGANISATION** shall be in two categories - **Full membership** and **Associate membership**. The Executive Committee shall approve applications for both categories of membership.

4.2 Application for **Full membership** shall be open to all voluntary and community organisations that provide social and educational opportunities for children and young people aged 0 to 25, and who support the **ORGANISATION**'s charitable purposes and subscribe to its values and aims.

4.3 Although organisations accepted into membership will normally be registered charities this is not

an absolute requirement. However if an organisation is not a registered charity its aims, objects and methods of working should be stated in a document that is available for public inspection.

4.4 **Full members** shall be entitled one vote

4.5 Application for **Associate membership** shall be open to any individual / organisation/agency that supports the **ORGANISATION's** charitable purposes and subscribes to its values and aims. **Associate membership** does not confer voting rights.

4.6 The **ORGANISATION** shall have the right to co-opt from time to time individuals up to a maximum of one sixth of the total of representatives of **Full members**, being over the age of eighteen years, who shall have voting rights.

## 5. **FINANCE:**

5.1 All monies raised by or on behalf of the **ORGANISATION** shall be applied to further the aim of the **ORGANISATION** and not otherwise provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the **ORGANISATION** or the repayment of reasonable and proper out of pocket expenses. No member of the Executive Committee or Trustee shall be eligible for employment or remuneration by the **ORGANISATION**.

5.2 The Treasurer shall ensure that proper accounts are kept of the finances of the **ORGANISATION**.

5.3 The accounts shall be audited or examined at least once a year by the person or persons appointed at the Annual General Meeting.

5.4 An audited or examined statement of the accounts for the last financial year shall be submitted by the Executive Committee to the Annual General Meeting as aforesaid.

5.5 A bank account shall be opened in the name of the **ORGANISATION** with a bank or banks as shall be decided by the Executive Committee. The Executive Committee shall authorise in writing the Chair, Vice Chair, Treasurer and any other Executive Committee member or staff member (if any) as it shall decide to sign cheques on behalf of the **ORGANISATION**.

5.6 All cheques must be signed by not less than two of the authorised signatories of whom at least one must be the Chair, Vice Chair or Treasurer.

5.7 Every member shall pay to the **ORGANISATION** such annual subscriptions as the **ORGANISATION** shall in the General Meetings from time to time determine which will be due at 1st April in each year.

5.8 Membership shall be deemed to have been suspended if subscriptions are more than six months in arrears.

5.9 The financial year shall commence 1st April and terminate 31st March next.

## 6. **OFFICERS:**

6.1 The following Officers shall be elected from amongst its members: Chair, Vice Chair and Treasurer. A paid officer for the Organisation shall act as Secretary and shall be entitled to speak at meetings but not to vote. Additional Officers may be appointed, if desired. All Officers shall hold office for one year, be elected at the Annual General Meeting and be eligible for re-election. The

Chair and Vice Chair will be Ex-officio members of all Committees and Sub-Committees.

6.2 A President and up to six Vice-Presidents may be elected at the Annual General Meeting.

## **7. GENERAL MEETINGS:**

7.1 The **ORGANISATION** shall hold each year a **GENERAL MEETING** as its Annual General Meeting not more than **three months** after the commencement of the financial year at which the following business shall be transacted:

- (a) election of officers;
- (b) presentation of audited/examined statement of accounts;
- (c) appointment of financial statement examiner;
- (d) adoption of the Annual Report;
- (e) election of Executive Committee and any other committees as required;

7.2 A further general meeting shall be called at such times as may be deemed necessary.

7.3 Not less than **fourteen** clear days' notice in writing/by electronic means shall be given to the members in calling a General Meeting and an Annual General Meeting.

7.4 A special General Meeting shall be called by the Secretary at the request of not less than **five** member organisations and not less than **fourteen** clear days notice shall be given stating the business of the meeting.

7.5 A quorum shall consist of one fifth of the member organisations. The **ORGANISATION** shall, if the Trustees so decide, allow the members to vote by post or electronic mail (email) to elect charity trustees or to make a decision on any matter that is being decided at a General Meeting or Extraordinary Meeting of the members. The charity trustees will appoint at least two persons independent of VOYC Devon to serve as scrutineers and to supervise the conduct of the postal/email ballot and the counting of votes.

7.6 In the event of a tied vote the Chair shall exercise a casting vote.

7.7 The Treasurer shall be responsible for the keeping of the records of the financial transactions of the **ORGANISATION**.

7.8 The Secretary shall be responsible for the keeping of the minutes of the proceedings and resolutions of the **ORGANISATION**.

## **8. EXECUTIVE COMMITTEE:**

8.1 Subject as mentioned below the policy and general management of the affairs of the **ORGANISATION** shall be directed by an Executive Committee ("**the Committee**") which shall meet a minimum of four times a year. The **Committee** should have executive powers on all general matters relating to the general running of the Organisation, including staffing and salaries.

8.2 Members of the **Committee**, who shall act as Trustees of the **ORGANISATION**, shall be appointed at the Annual General Meeting. Membership of the **Committee** will be as follows:

- a) The Chair and Vice Chair of VOYC (Devon) who will be the Chair and Vice Chair of the Executive Committee respectively;
- b) The Treasurer;
- c) Up to **twelve** places will be filled through nominations from the membership.

8.3 Staff will attend meetings of the Executive Committee as appropriate in an advisory capacity.

8.4 Election of the **Committee** shall be for three years. One-third of the membership shall retire annually but shall be eligible for re-election, the members so to retire being those who have been longest in office since the last election but not reckoning ex-officio members. As between members who have been in office the same length of time, those due to retire shall be chosen by lot.

8.5 In addition to the members so elected the **Committee** may co-opt up to **six** further members who must be representatives of full members or co-opted individual members of the **ORGANISATION** who shall serve until the conclusion of the next Annual General Meeting. Co-opted members shall be entitled to vote at meetings of the **Committee**.

8.6 Any casual vacancy in the **Committee** may be filled by the **Committee** and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the **ORGANISATION** and shall be eligible for election at that meeting.

8.7 The proceedings of the **Committee** shall not be invalidated by any failure to elect, or any defect in the election, appointment, co-option or qualification of, any member. A quorum for the Executive Committee shall consist of four members of that group.

8.8 The **Committee** shall appoint and fix the remuneration of staff, as long as these are not seconded posts.

8.9 The **Committee** may appoint such special, standing or advisory committees as may be deemed necessary by the **Committee** and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such standing, special or advisory committee shall be fully and promptly reported back to the **Executive Committee**.

8.10 Any member who fails to attend three consecutive meetings will be considered as to have resigned from the committee, unless there are extenuating medical or personal reasons for their non-attendance.

## **9. TRUST PROPERTY:**

The title to all real or personal property which may be acquired by or on behalf of the **ORGANISATION** shall be vested in the corporation lawfully entitled to act as custodian trustee or in not less than **three** or more than **five** individual persons (not being members of the Executive Committee).

## **10. DISSOLUTION:**

If the **Committee** decides that it is necessary or advisable to dissolve the **ORGANISATION** it shall call a meeting of all members of the **ORGANISATION**, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the **Committee** shall have power to realise any assets held by or on behalf of the **ORGANISATION**. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institutions having objects similar to the objects of the **ORGANISATION** as the members of the **ORGANISATION** may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the **ORGANISATION** must be sent to the Charity Commissioners.

## **11. INTERPRETATION:**

**Children and Young People** as used in this constitution shall mean persons of any race, language, religion, culture, colour, class, gender, sexuality or ability who have not attained the age of **twenty**

six years.

**12    AMENDMENTS:**

Amendments to the Constitution may be made under the statutory powers given at section 280 of the Charities Act 2011 OR they shall receive the assent of not less than one fifth of the member organisations. The ORGANISATON shall, if the Trustees so decide, allow the members to vote by post or electronic mail (email) to elect charity trustees or specifically called to amend the constitution provided that notice of any such alteration shall have been received by the Secretary in writing not less than twenty-one days before the meeting at which the alteration is to be brought forward.to make a decision on any matter that is being decided at a General Meeting or Extraordinary Meeting of the members. At least fourteen clear days' notice of such a meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to each member of the ORGANISATION provided that no alteration shall be made which would have the effect of causing the organisation to cease to be a charity at law and no alterations may be made to clause 2 (aim) and clause 10 (dissolution) and this clause without the prior written consent of the Charity Commissioners.

Adopted by Voluntary Youth Services (Devon) / VOYC (Devon) at the Trustee Meeting on 4th June 2013.

Signed..... Chair of VOYC (Devon)  
(Mr P Allan)

Date.....