

**CONSTITUTION FOR BUCKINGHAMSHIRE COUNCIL  
FOR VOLUNTARY YOUTH SERVICES**

**1. NAME**

The name of the Association shall be the Buckinghamshire Council for Voluntary Youth Services, hereinafter called BCVYS.

**2. PURPOSES**

BCVYS is established to help and educate young people so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society, principally through member organisations.

**3. POWERS**

In furtherance of the above purposes but not further or otherwise BCVYS may:

- A. Promote and organise co-operation in the achievement of the same, both locally and, in co-operation with other local Council for Voluntary Youth Services, regionally, and to that end may bring together in conference representatives and individuals engaged in the furtherance of the same.
- B. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the results thereof.
- C. Arrange and provide for or join in arranging and providing for, the holding of exhibitions, meetings, lectures, seminars and training courses.
- D. Collect and disseminate information on all matters affecting the above purposes and exchange such information with other bodies having similar purposes.
- E. Undertake, execute, manage or assist any charitable trust which may lawfully be undertaken, executed, managed or assisted by BCVYS.
- F. Procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films as shall further the above purposes.
- G. Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said purposes, and construct, maintain and alter any buildings or erections necessary for the work of BCVYS.
- H. Sell, mortgage, dispose of or turn to account all or any of the property or assets of BCVYS.
- I. Accept gifts or borrow or raise money for the purposes of BCVYS on such terms and on such security as shall be thought fit.

- J. Procure contributions to BCVYS by personal or written appeals, public meetings or otherwise.
- K. Invest the monies of BCVYS not immediately required for its purpose in or upon 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.
- L. Enter into membership of the National Council for Voluntary Youth Services as a Full (local) Member.
- M. Do all such other lawful things as are necessary for the attainment of the said purposes.

#### **4. MEMBERSHIP**

- A. Full membership of BCVYS shall be open:
  - 1. to the County subsidiary organisations of any national voluntary youth organisation in membership of the National Council of Voluntary Youth Services.
  - 2. to the County subsidiary organisations of the youth sections of national voluntary organisations in membership of the National Council for Voluntary Youth Services.
  - 3. to other voluntary youth organisations not included in the provisions of A.1 and A.2 which have operated in the County for at least a year, which publish an audited statement of account and which subscribe to the purposes of BCVYS.
- B. Each full member organisation shall appoint, and at its discretion revoke the appointment of, three representatives, one of whom must be under 25, to represent it. Each full member organisation shall be entitled to a single vote at General Meetings of BCVYS.
- C. Observer membership of BCVYS shall be open to local bodies concerned with young people, not eligible for full membership, and those organisations whose voting rights are with a national or county organisation but who wish to attend meetings.

- D. Each observer member organisation shall appoint, and at its discretion revoke the appointment of, a representative to represent it at General Meetings of BCVYS. Such representatives shall not be entitled to vote.
- E. BCVYS has the authority to invite interested associated organisations to be represented at BCVYS Council meetings. Such representatives shall not be entitled to a vote.
- F. Each full and observer member organisation shall pay to BCVYS such annual subscription as BCVYS shall in General Meetings from time to time determine. The Executive Committee shall at its discretion in cases of hardship have the power to waive all or part of the subscription payable by any member organisation, subject to ratification of any such waiver by BCVYS in General Meeting.
- G. Membership shall be deemed to have terminated at the end of the next Annual General Meeting if a member has failed to pay for one year all or part of the subscription agreed by BCVYS, or if a member no longer subscribes to the aims of BCVYS, or if a member organisation ceases to exist.
- H. Membership shall not otherwise be deemed to have terminated unless:
  - 1. notice in writing to the effect that a member wishes membership to cease shall have been received by the Secretary not less than 28 clear days before a General Meeting.
  - 2. the Executive Committee shall resolve to terminate the membership of a member. Such termination shall be subject to ratification by BCVYS in General Meeting.

**5.(i) HONORARY OFFICERS**

- A. The Honorary Officers shall be a Chairman, a Vice-Chairman, a Treasurer and such other Honorary Officers as BCVYS shall from time to time decide.
- B. Honorary Officers shall be elected at an Annual General Meeting and when elected shall hold office until the end of the Annual General Meeting one year later, with the exception of the Chairman who shall hold office until the end of the Annual General Meeting two years later.
- C. The Honorary Officers shall be entitled to attend all Meetings of BCVYS, and shall be entitled to vote at such meetings.

- D. The Honorary Officers shall be full voting members of the Executive committee.
  - E. BCVYS shall appoint one or more qualified auditors and may determine their remuneration (if any).
- 5.(ii) BCVYS may appoint Presidents, Vice Presidents and Life Members but such appointments shall be without voting powers unless the incumbent is also appointed as a representative of a full member organisation.

**6. EXECUTIVE COMMITTEE**

- A. The general policy of BCVYS shall be approved by the Council and its implementation and general management shall be directed by the Executive Committee which shall meet not less than four times a year.
- B. The Executive Committee shall consist of:
  - 1. The Honorary Officers by virtue of clause 5 (A) hereof.
  - 2. The Chairman of BCVYS shall also be Chairman of the Executive Committee'.
  - 3. The Chairman of any standing committee by virtue of clause 8 (B) hereof.
  - 4. Four persons elected from amongst the nominated representatives of full member organisations elected in accordance with Clause 11 hereof, each to serve for two years, two retiring each year.
- C. In addition to the members listed in clause 6 (B) hereof, the Executive Committee may co-opt up to two further members who shall serve until the conclusion of the next ordinary General Meeting after individual co-option. Co-opted members shall be entitled to vote at meetings of the Executive Committee.
- D. Any casual vacancy in the Executive Committee shall be filled by the Executive Committee and any person appointed to fill such a vacancy shall hold the office until the conclusion of the next ordinary General Meeting of BCVYS and shall be eligible for election at that meeting.
- E. The proceedings of the Executive Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-operation, or qualification of any member.

- F. Applications for membership of BCVYS shall be considered by the Executive Committee which shall refer them to the next General Meeting of BCVYS, through the Council meeting, with or without recommendation. BCVYS shall have the power to accept, defer or reject any application.

## **7. STANDING ORDERS**

The Executive Committee shall have the power to adopt and issue Standing Orders and/or rules which shall come into operation immediately, provided always that they shall be subject to review by BCVYS in a Council Meeting, and shall not be inconsistent with the provisions of this Constitution.

## **8. COMMITTEES**

- A. The Executive Committee may appoint such special or standing committees as may be deemed necessary by the Executive Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Executive Committee as soon as possible.
- B. The Chairman of committees designated as standing committees by the Executive Committee shall be entitled to attend general meetings of BCVYS and shall be ex officio members of the Executive Committee.

## **9. COUNCIL MEETINGS OF BCVYS**

- A. In each year an Annual General Meeting of BCVYS shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Executive Committee shall determine.
- B. In each year at least three Council meetings of BCVYS shall be held in addition to an Annual General Meeting.
- C. At least 14 clear days' notice shall be given in writing to the representatives of each member organisation.
- D. At the Annual General Meeting the business shall include the appointment of an auditor or auditors, the consideration of the audited accounts, the election of Honorary Officers and the election of representatives to serve on the Executive Committee.

- E. At each General Meeting the business shall include the consideration of a report of the work done by or under the auspices of the Executive Committee and the transaction of such other matters as may from time to time be necessary.
- F. The Chairman may at any time at his/her discretion, and the Secretary shall within 21 days of receiving a written request to do so, signed by not less than ten representatives and giving reasons for the request, call a Special General Meeting of BCVYS.
- G. Minutes shall be kept of the proceedings of the AGM, Council meetings of BCVYS, and of meetings of the Executive Committee and of all other committees by the Secretary, or by another person appointed to do so by the Executive Committee.

**10. STAFF**

- A. The staff (if any) shall be appointed by the Executive Committee, which shall fix their remuneration and their terms and conditions of employment.

**11. ELECTIONS**

- A. Nominations for Honorary Officers or members of the Executive Committee must be made by representatives of full members of BCVYS in writing and must be in the hands of the Secretary at least three clear days before the day of the election.
- B. Should nominations exceed vacancies, elections shall be by secret ballot at the Annual General Meeting.

**12. RULES OF PROCEDURE AT ALL MEETINGS**

- A. **QUORUM**  
The Quorum at a Council meeting or the Executive Committee or of any committee appointed under clause 8 (A) hereof shall be one third of the total membership of BCVYS, Executive Committee, or committee (as the case may be) or such other number as BCVYS may in General Meeting from time to time determine.
- B. **VOTING**  
Save as otherwise herein provided all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote notwithstanding that they may have been appointed to represent two or more interests, but in case of equality of votes the Chairman of the Meeting shall have a casting vote.

### **13. FINANCE**

- A. All monies raised by or on behalf of BCVYS shall be applied to further the purposes of BCVYS 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 council or the repayment of reasonable out-of-pocket expenses to Honorary Officers and volunteers.
- B. The Treasurer shall ensure that proper accounts are kept of the finances of BCVYS.
- C. The accounts shall be audited at least once a year by the auditor or auditors appointed at the Annual General Meeting.
- D. An audited statement of the accounts for the last financial year shall be submitted by the Executive Committee to the Annual General Meeting as aforesaid.
- E. A bank account shall be opened in the name of BCVYS with a bank or banks as shall be decided by the Executive Committee. The Executive Committee shall authorise in writing the Treasurer and any other two Executive Committee members as it shall decide to sign cheques on behalf of BCVYS.

All cheques must be signed by not less than two of the authorised signatories.

### **14. TRUST PROPERTY**

The title to all real or personal property which may be acquired by or on behalf of BCVYS shall be vested in a 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).

### **15. ALTERATIONS TO THE CONSTITUTION**

Any alteration of this constitution shall receive assent of not less than two thirds of the representatives of full members of BCVYS, in accordance with clause 4 hereof, present and voting at an Annual General Meeting of BCVYS provided that notice of any such alteration shall have been received by the Secretary in writing not less than ten days before the meeting at which the alteration is to be brought forward. At least seven clear days notice in writing of such a meeting, setting forth the terms of the alteration to be proposed, shall be sent by the Secretary to each representative, provided that no alteration shall be made which would have the effect of causing BCVYS to cease to be a charity at law.

## **16. DISSOLUTION**

If the Executive Committee by a simple majority decide at any time that, on the ground of expense or otherwise, it is necessary or advisable to dissolve BCVYS, it shall call a General Meeting of BCVYS of which meeting not less than 28 clear days notice (setting out the terms of the resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a two thirds majority of representatives of full members of BCVYS present and voting at such meeting the Executive Committee shall have the power to dispose of any assets held by or on behalf of BCVYS. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of BCVYS as the Executive Committee determine.

## **17. NOTICES**

Any notice may be served by the Secretary on any representative either personally or by sending it through the post in a pre-paid letter addressed to such representative at his last known address in the United Kingdom and any letter so sent shall be deemed to have been received within seven days of posting.

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