



CLIP Constitution

1. Name

The name of the group shall be the Community Led Inclusion Partnership (CLIP).

2. Aims

We support the ethos of the social model of disability as a way of understanding disability. We believe that disability is created by barriers in society, that fall into three prominent categories:

- The environment – including inaccessible building and services
- People's attitudes – stereotyping, discrimination, and prejudice
- Organisations – inflexible policies, practices, and procedures

To enable our community to gain full equality the aims of the group are to:

- Be guided by CLIP's membership in all of CLIP's work and goals – to ensure that the vision of a fully inclusive community is truly defined and owned by the community
- Identify socially excluded individuals and their families who face exclusion and marginalisation because of disability, sensory loss and/or long-term condition and/or their carers
- Engage with people who are socially excluded to give a voice to their aspirations and concerns
- Take immediate practical steps to enable greater engagement with services and involvement in community activities
- Provide to socially excluded individuals and their families the information, advice and guidance as required to enable access to community resources
- Act as a consultative body within Hartlepool that represents the collective views and aspirations of socially excluded individuals and their families

3. Powers

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff
- Raise funds by any lawful means except permanent trading
- Accept gifts and donations for the group
- Do anything else within the law which is necessary for the group to carry out their aims and objectives

4. Application of the income

- CLIP funds shall be applied solely towards the promotion of the aims and objectives
- Any steering group member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for CLIP
- The Steering Group will approve suitable suppliers/services to deliver projects specific work as and when needed
- Travel costs, material costs and venue hire, may all be claimed from the funds, when they are agreed by CLIP Steering Group
- Steering Group members should give receipts or invoice to the treasurer, for payment by Hartlepower
- Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM)

- If CLIP is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to another like-minded/third sector body
- The Steering Group members at the time will vote for the relevant like-minded/third sector body whose beneficiaries match as far as possible, the CLIP eligibility criteria

5. Membership

- CLIP will be led by an elected steering group made up of a minimum of 60% Community Members and 40% Organisational Members
- All Steering Group members will have one vote, with the chair making the final decision when needed
- Community membership is open to anyone living in Hartlepool with a long-term condition, disability, sensory loss or a family member providing essential care
- Organisational membership is open to any partner/organisations/businesses or their representatives
- Membership is not transferable
- Steering group members will keep a register of members, hard copy and/or digital, ensuring compliance with the GDPR
- The Steering Group will oversee all strategic/organisational work on behalf of its members.
- Any member may request to be removed from the membership list at any time
- If the steering group concludes that a member's conduct is in any way harmful to the aims and objectives of CLIP the right to terminate membership is reserved

6. Meetings

6.1 Steering Group Meetings:

- CLIP will be managed by a Steering Group. This will be made up of a maximum of 8, community members and a maximum of 4 Organisational members. This will include a chair, treasurer, and secretary. Other roles within the steering group will be appointed as and when required.
- Steering group members shall be those elected at an inaugural general meeting. Subsequently steering group members will be elected annually from among the CLIP membership at an annual general meeting (AGM).
- Any community member who wishes to serve as a steering group member will require nomination by at least three CLIP members
- The steering group may delegate to working groups the authority to carry out specified tasks, as necessary. Working groups will report back to the steering group with recommendations before making decisions.
- The steering group may have up to two co-opted members, without voting rights
- Each steering group member has one vote
- Meetings of the steering group will take place no less than six times per annum
- Any steering group member not attending for four consecutive steering group meetings, without apology, will be invited to resign from the steering group

6.2 General Meetings:

- General Meetings are open to all members and will be held at least once every 3 months
- All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice by telephone, email, or post, as preferred

6.3 Annual General Meetings:

- An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM
- CLIP members will be notified of the venue, date, and time of the AGM at least 3 weeks before the meeting

- Nominations for the CLIP steering group shall be made in writing to the CLIP secretary either before or at the meeting
- The quorum for the AGM will be 10% of CLIP membership or 10 members, whichever is the greater number

6.4 At the AGM:

- An agenda for the meeting will be prepared and made available to all attendees
- The steering group will present a report of its work since the previous AGM
- The steering group will present the accounts for the previous year (if required)
- Steering group members will be elected to serve until the next AGM
- Matters for discussion must be given to the Secretary at least 7 days in advance of the AGM

6.5 Special General Meetings:

- The Secretary will call a Special General Meeting (SGM) at the request of a majority of steering group members or at least eight CLIP members not serving on the steering group
- A written request to hold a SGM, stating the reason for their request, must be given to either the steering group chair or secretary
- SGM's will take place within twenty-one days of a request
- CLIP members will be given two weeks' notice of such a SGM – giving the venue, date, time and agenda
- Notice of a SGM may be by telephone, email or post
- A SGM quorum will be 10% of the CLIP membership, or 10 CLIP members, whichever is the greater number

6.6 Rules Meeting Procedure:

- Discussions will be conducted openly and respectfully – with different perspectives being acknowledged and welcomed as providing an opportunity for learning and mutual understanding. Meetings and particularly decision-making will be facilitated to build consensus among all contributors.
- If despite best effort a consensus cannot be reached then as a last resort a vote will be taken and a decision made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional, casting vote.

7. Ceasing to be a Member

- Members may resign at any time in writing to the secretary
- Offensive behaviour – including racist, sexist, or inflammatory remarks – will not be permitted
- Anyone behaving in an offensive way or in contravention of CLIP's equal opportunities policy may be asked not to attend further meetings – until such time as an apology is provided and/or appropriate equality and diversity training has been complete
- An individual concerned so excluded from CLIP shall have the right to be heard at a meeting of the steering group, including attendance in person and accompanied by a friend or other representative, before a final decision is made

8. Equal Opportunities

CLIP will not discriminate against any individual on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status, or age.

9. Finances

- Hartlepower will provide support to CLIP to manage funding in relation to CLIP's work. This will be reviewed on an annual basis.

- Payments (of greater than £20) will be authorised by two steering group members – to enable Hartlepower to act on the group’s behalf
- Records of income and expenditure will be maintained by the treasurer in conjunction with Hartlepower
- A financial statement will be prepared and presented at each steering group meeting

10. Amendments to this Constitution

- Amendments to the constitution may only be made at the Annual General Meeting or at a Special General Meeting
- Any proposal to amend the constitution must be provided in writing to the Secretary
- The proposal for an amendment must be circulated to CLIP members together with notice of the meeting
- Any proposal to amend the constitution will require a two thirds majority of those present (and entitled to vote) in attendance at an AGM or an SGM

11. Dissolution

If a proposal to dissolve CLIP is received by the secretary a Special General Meeting will be called. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve CLIP, all remaining assets will be donated to a like-minded/third sector body once all outstanding debts have been paid. The organisation nominated to receive what remains of any assets will be agreed at the SGM convened to consider the dissolution proposal.

This constitution was agreed at the 19/02/2021 on:

Signature:

Date 19/02/2021

Name and position in group: Michael Slimings, Interim-Chair

Signed:

Date: 19/02/2021

Name and position in group: Hannah Robertson, Interim-Secretary

Signed:

Date: 19/02/2021

Name and position in group: Christine Fewster, Interim-Treasurer