

Student Volunteering Cardiff (SVC) Constitution-

adopted at a Special General Meeting on 1st June 2015

1. Name

The name of the organisation shall be Student Volunteering Cardiff (SVC).

2. Area

The city of Cardiff and surrounding area.

3. Purpose

The purposes for which SVC is established are:

- a. To promote any charitable purposes for the benefit of the community in the City and County of Cardiff and surrounding areas, in particular, the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.
- b. To provide a range of opportunities for our volunteers to benefit their skill development and work-based learning.
- c. Within the limitations of the above purposes, but not further or otherwise, to promote the following main areas:-
 - i. To encourage co-operation between voluntary groups the statutory authorities and individuals in the service of the community.
 - ii. To foster the ideal of voluntary community service particularly among young people, by providing guidance and opportunities for personal development, learning and developing skills as well as participation in wide aspects of voluntary/community involvement.
 - iii. To focus the attention of individuals connected with, as well as the institution of Cardiff University and the community at large onto social problems, with a view to creating a sense of individual responsibility and personal participation in the remedying of these problems.
 - iv. To support, promote and assist student volunteering in other organisations in Wales.
- d. In furtherance of the above purposes, but not further or otherwise, SVC may:
 - i. Assist any charitable body or bodies financially or otherwise.
 - ii. Obtain, collect and receive money funds by way of contributions, donations, affiliation fees, subscriptions, legacies, grants and any other lawful methods, accept and receive gifts of property of any description (whether subject to any special trusts or not) for the purpose of promoting the objectives of the service, or for any other charitable purposes.
 - iii. Gather, record and provide information relevant to the work of SVC
 - iv. Arrange to have written, and print, publish, issue, and circulate gratuitously or otherwise, any reports or periodicals, books, pamphlets, leaflets or other documents.
 - v. Arrange and provide for, or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.

- vi. Promote, encourage, or undertake experimental work.
- vii. Power to do all such other lawful things as are necessary for the achievement of the objects.

4. Membership

- a. Full Membership to SVC is open to all registered members of SVC.
- b. Affiliate Membership to SVC is open to:
 - i. all persons connected with SVC that the SVC Board of Trustees shall deem fit to become members
 - ii. past members of SVC by application to the SVC Board of Trustees
- c. Privileges of membership
 - i. Full Members shall be entitled to:
 - i. Attend and speak at SVC General Meetings
 - ii. Nominate and vote in SVC trustee elections
 - iii. Stand in SVC trustee elections to become a Trustee with full-voting rights
 - iv. Be nominated by any member of the SVC Board of Trustees to hold a position on the SVC Board of Trustees, subject to election by the SVC Board of Trustees
 - v. Undertake volunteering opportunities with SVC
 - vi. Undertake Project Co-ordinator roles with SVC
 - ii. Affiliate Members shall be entitled to:
 - i. Attend SVC General Meetings subject to approval from the SVC Board of Trustees
 - ii. Undertake volunteering opportunities subject to approval from the SVC Board of Trustees
 - iii. To undertake Project Co-ordinator roles subject to approval from the SVC Board of Trustees
 - iv. Be nominated by any member of the SVC Board of Trustees to hold a position on the SVC Board of Trustees, subject to election by the SVC Board of Trustees
 - v. Be nominated by any member of the SVC Board of Trustees to stand in the SVC trustee elections to become a Trustee with full-voting rights

5. Administrative Body

The Board of Trustees' is constituted to take responsibility for determining overall policy of SVC, including financial control and appointment of staff. It will meet on no less than 6 occasions in any year.

The Board of Trustees' shall comprise of not less than 5 full members.

The SVC Board of Trustees must comprise of the following positions:

- a. Chair of the Board
- b. Vice Chair

- c. Secretary
- d. Treasurer

Between 1 and 10 Members may be elected as full-voting Trustees in accordance with the procedures for the Annual General Meeting.

In addition, the SVC Board of Trustees' may vote to co-opt Members on to the SVC Board of Trustees' at any point following the Annual General Meeting.

All these Trustees' will be entitled to full-voting rights and will be entitled to one vote each on all matters, except in the event of an equality of votes where the Chair shall have a second or casting vote.

These full-voting SVC Trustees shall resign annually, however can be re-elected at Annual General Meetings.

In addition, the SVC Board of Trustees' may vote to co-opt up to 5 Associate Trustees on to the SVC Board of Trustees' at any point following the Annual General Meeting. Associate Trustees will be entitled to one vote each on constitutional matters only. They will not be entitled to hold the position of Chair or Vice Chair. These Associate Trustees, following election onto the Board of Trustees' will be entitled to remain Trustees for up to two years. At the end of this period they will resign, but may be re-nominated and re-elected by the full-voting members on the SVC Board of Trustees.

Advisors or observers, usually one Project Co-ordinator from each project, may be invited to attend meetings by the SVC Board of Trustees' but shall not be entitled to vote.

The SVC Manager or their nominee should be in attendance at all meetings of the SVC Board of Trustees' but shall not vote and shall not be a member.

Any funder or partner , at the discretion of the SVC Board of Trustees, can be invited to SVC Board of Trustees' meetings but shall not vote and shall not be a member. Additionally, funders or partners may on occasion, at the discretion of the SVC Board of Trustees, be offered an advisory position on the Board of Trustees, but shall not be entitled to vote.

If any full trustee fails to attend without just cause or notification, the Board of Trustees' has the right to ask for an explanation. If absent for two consecutive meetings without just cause or notification the Board of Trustees may ask for the resignation of that person/persons. In the event of an unsatisfactory or no explanation, the resignation will be regarded as final and notification of this will be given in writing.

If any associate trustee fails to actively engage with the SVC Board of Trustees in accordance with their role description and without just cause or notification, the Board of Trustees has the right to ask for an explanation. If failure to engage continues without just cause or notification the Board of Trustees may ask for the

resignation of that person. In the event of an unsatisfactory or no explanation, the resignation will be regarded as final and notification of this will be given in writing.

Normally, at least 4 days notice must be given for the Board of Trustees' to meet.

All SVC Trustees, SVC Associate Trustees, advisors to the SVC Board and SVC staff are required to complete a Declaration of Interests Form and to declare all conflicts of interests at the time they arise.

6. Voting

Questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. 'Alterations to the constitution' will require approval of not less than three quarters of those eligible to vote. This may on occasion be by a proxy vote, if a Trustee is unable to be present at the meeting.

In the event of an equality of votes, the Chair shall have a second or casting vote.

7. Quorum

The Quorum at meetings shall be:

Board of Trustees-5 full voting trustees

Annual General Meeting-Three quarters of those eligible to vote

Special General Meetings- Three quarters of those eligible to vote

8. Annual General Meetings

The Annual General Meeting of SVC shall be convened once during the first six months from January 1st of any given year, chaired by the Chairperson. Twenty one days notice needs to be given.

At this meeting the business shall include

- a. The election of the officers namely;- the trustees
- b. Consideration of the Annual report which shall include an audited statement of accounts for the last financial year. The audited Accountant will be nominated.

A Special General Meeting of SVC can be called, by 5 SVC Trustees or 12 members. Trustees or members should do this by informing in writing the Chair (or the Vice Chair in their absence) giving a minimum of seven days' notice.

9. Finance

- a. Proper books of account shall be kept by the Honorary treasurer under the supervision of the Board of Trustees. .
- b. The accounts of the association for the financial year which shall end on the thirty-first day of December in each year (or such other date as the Association shall from time to time resolve) shall be audited by two persons who are not members of the Board of Trustees appointed by the Annual General Meeting in

each year or in default of such appointment or in the case of a vacancy during any year appointed by the Board of Trustees.

- c. The funds of the association unless impressed with a trust for any particular purpose shall be under the sole and absolute control of the Board of Trustees and shall be available at the discretion of the Board of Trustees for promoting the objects of the association in such manner as the Board of Trustees may determine.

10. Property

- a. Subject to the provisions of sub-clause (b) of this clause, the Board of Trustees' shall cause the title to:
 - i. All land held by or in trust for the charity which is not vested in the Official Custodian for Charities;
and
 - ii. All investments held by or on behalf of the charity; to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Board of Trustees' at their pleasure and shall act in accordance with the lawful directions of the Board of Trustees'. Provided they act only in accordance with the lawful directions of the Board of Trustees', the holding trustees shall not be liable for the acts and default of its members.
- b. If a corporation entitled to act as custodian trustees has not been appointed to hold the property of the charity, the Board of Trustees' may permit any investment held by the trust for the charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Board of Trustees', and may pay such nominee reasonable and proper remuneration for acting such.

11. Dissolution

SVC may at any time be dissolved by a resolution passed by a majority of not less than three quarters of the members present and voting at a Special General Meeting, and by a majority of not less than three quarters of the Board of Trustees' who have final say in all aspects of decision making within SVC. Such resolution may give instructions for the disposal of any assets held by or in the name of SVC provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among Trustees, members or delegates of SVC but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of SVC as the Board of Trustees' may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

12. Alterations to the Constitution

The foregoing Clauses other than Clause 9 and this cause may be altered, whether by repeal or amendment of any of them, the addition of any new object power or rules or the substitution of any new object power or rule for any of the objects powers or rules by a resolution passed at any Annual or Special General Meeting of the Association by a majority of not less than three quarters of the members present at the meeting and voting on the resolution provided that no alteration shall be made that will cause the Association to cease to be a charity in law.