



# Constitution

## **Name**

The name of the organisation will be the 'BCAN Homeless Forum', or 'BHF' in short.

## **Objects**

BHF is a part of BCAN, the Bristol Christian Action Network.

The purpose of the BHF is to enable its members to serve the needs of homeless people in Bristol. This will be done by:

- Working together more effectively;
- Sharing information and resources;
- Adopting shared policies and procedures;
- Maintaining a set of minimum standards;
- Representing the members to the local authorities, other statutory bodies and voluntary groups;
- And by any other means agreed by the members.

## **Membership**

There will be two categories of membership: full and associate. References to membership in this constitution will refer to both categories, unless explicitly limited to one category. Each member organisation can nominate up to two representatives, who are empowered to speak and act on the organisation's behalf within the BHF.

All member organisations will benefit from being part of a recognised group with published standards and policies, and will be entitled to the following:

- Participation in policy making at the BHF meetings
- A copy of all BHF documents as they are produced and updated
- Access to the members' section of the web site

In addition, the full members will be entitled to:

- Voting rights
- A copy of all Steering Group documents as they are produced and updated
- Two places at the monthly 'Helping Vulnerable People' training

## **Joining**

Membership is open to any organisation working to help homeless people in Bristol.

An organisation can become a BHF member by submitting a membership form, agreeing to abide by the rules and policies, and paying any applicable membership fee. Membership fees can be paid in advance, at the latest published rate.

## ***Leaving***

A member organisation can choose to leave the BHF by notifying the Administrator in writing.

The Steering Group may recommend to the General Meeting to remove an organisation from membership if the organisation is found to be failing to fulfil its obligations or is bringing the BHF into disrepute.

## **Finance**

BHF money will be handled by the BCAN Treasurer, who will pay any bills authorised by the Steering Group. Cheques for the BHF should be made payable to 'BCAN' and marked 'BHF' on the back.

## **Governance**

The BHF will be run by and for its members. The main decision making body will be the General Meeting. A Steering Group will serve the General Meeting.

### ***Steering Group***

There will be a Steering Group, comprising of five full members elected by the membership, plus one person appointed by BCAN.

BCAN will choose one of the Steering Group members to be the Chair; the Steering Group will choose an Administrator and Honorary Treasurer from the remaining members.

### ***General Meeting***

BHF members will be given at least two weeks' notice of General Meetings, which will include details of the type of business to be conducted and the place, date and time of the meeting.

General Meetings will have the power to:

- Determine the annual membership fee for each category of membership
- Agree policies, guidelines and standards

General Meetings will be open to the public, but only named representatives may vote. Voting will generally take place by a show of hands, a simple majority being sufficient.

A quorum for a General Meeting will be the greater of:

- Eight named representatives, or
- One tenth of the current named representatives

### ***Annual General Meeting***

One General Meeting a year will be designated the Annual General Meeting. At this meeting, the Steering Group for the following year will be elected and the financial report for the previous year will be presented.

## ***Amendments***

This constitution may be amended at any General Meeting if the proposed amendment was circulated to the members at least 28 days before the meeting.

## ***Dissolution***

The BHF may be dissolved by a two-thirds majority at any General Meeting if the motion to dissolve was circulated to the members at least 28 days before the meeting.

Any property or funds remaining will be given or transferred to BCAN or some other appropriate body as decided by the General Meeting.