

SAFER AND SUPPORTIVE SALISBURY
Proposed Revision of the Constitution of Safer and Supportive Salisbury
September 2020

Terminology

Throughout we have used the terms SaSS Membership for the main group of SaSS members and Steering Group for the Committee that leads the organisation. Meetings may be conducted face to face where possible or where preferable, using online technology such as Zoom or Skype.

1. Name

The name of the organisation shall be Safer and Supportive Salisbury (SaSS)

2. Aims and Objectives

- 2.1 To work together towards creating a safe, supportive and inclusive community for all the residents and visitors of Salisbury and surrounding areas.
- 2.2 To undertake and/or facilitate action to influence and shape outcomes that support our aims.
- 2.3 To foster a community spirit and make Salisbury and South Wiltshire a better place to live and work.
- 2.4 To provide a mechanism for members to be consulted on planned key service changes and continuously drive and encourage partnership working.
- 2.5 To ensure that the voices of group members are heard at a strategic level across the public sector and that they have an opportunity to influence and challenge decision making and service development.
- 2.7 To raise funds and generate income to help further SaSS's aims and actions
- 2.8 Share, network, signpost and communicate good practice and research, promote events and activities.
- 2.9 SaSS is totally independent and a non-political membership body.

3. Membership

- 3.1 Membership and voting is open to all voluntary and not for profit organisations and social enterprises providing services for residents and visitors in our area.
Each member organisation will only have one vote.
- 3.2 Individuals who are recognised, or in some form mandated, in acting for the purpose of championing, supporting and taking action on behalf of the community, that aligns with the aims and objectives of SaSS, will be considered for membership on an individual basis and approved by the steering group.
- 3.3 Attendance by statutory/private sector organisations is welcomed and encouraged
- 3.4 SaSS will comply with all GDPR regulations regarding the details of members
- 3.5 Meetings will be supported by the SaSS administrative officer.

4. Governance and meeting structure

- 4.1 The business of SaSS shall be conducted by regular meetings (not fewer than (4) a year) to which all membership organisations shall be invited. An annual general meeting will be held, normally in November.
- 4.2 A Steering Group will be formed from the membership, of no less than five people and no more than nine people. Non Members can be invited to attend, but will have no voting rights. Meetings will be supported by the SaSS administrative officer.
- 4.3 A minimum of half of the Steering Group members will form a quorum for decision making in Steering Group meetings.
- 4.4 The SaSS will elect members for the Steering Group annually. Elected Members can serve for a term of 3 years. The same members can be re-elected for up to 2 terms (6 years)
- 4.5 The Group will elect a Chair and Vice Chair from within its' members who will be answerable to the Steering Group.
- 4.6 The steering groups will appoint an administrator to undertake administration and actions/ activities on behalf of SaSS as agreed by both parties.

4.7 The role of the Steering Group and the continuance of people performing those roles will be reviewed annually.

5. The Role of the Chair

5.1 To Chair and provide leadership of SaSS and steering group meetings.

5.2 To make decisions on behalf of the SaSS as an independent and impartial chair when needed due to conflict of interest or lack of objectivity.

5.3 To work with the steering group in the areas specifically mentioned

5.4 To proactively seek opportunities to promote and advance the vision and aspirations of SaSS.

5.6 Proactively to grow its membership and influence by representing SaSS and its views, networking and attending appropriate meetings.

5.7 The Vice Chair will act as deputy to the Chair, acting in her/his absence as required.

6. Role of the Steering group

6.1 The Steering Group led by the Chair will oversee the work of SaSS and ensure that all work is carried out in line with SASS governance. Where appropriate SaSS will work to the principles set out in the Wiltshire Compact when working with the public sector bodies.

6.2 The Steering Group and Chair are responsible for informing SaSS members of executive actions and decisions.

6.3 Steering Group members and the Chair will work to develop and improve partnership working with-in the voluntary and statutory sectors.

6.4 The Steering Group will meet two weeks prior to SaSS meetings to:

a) Receive updates from the chair.

b) Receive reports from the administrator in order to inform discussions,

c) Agree the agenda for forthcoming SaSS meetings.

d) Undertake financial oversight

6.5 An Action Plan will be agreed by the Steering Group and will be regularly monitored and reviewed

6.6 The Steering Group will act as a link to members, ensuring all relevant information is shared and distributed in a timely manner.

6.7 Members of the Steering Group and the Chair will attend meetings and networking events promoting SaSS where possible.

6.8 The Steering Group will provide support, oversee and assist the Chair to ensure that SaSS is managed effectively and efficiently.

6.9 The Steering Group will be responsible for ensuring that SASS complies with all GDPR regulation.

7. Conduct of Business

7.1 The Vice Chair or a member of the Steering Group will deputise for the Chair when he/she is unavailable.

7.2 The Steering Group will make decisions using a voting system of one vote per elected member. Decisions shall be reached by a majority vote of those present with a quorum of 50% of the Group. The Chair shall have a casting vote.

8. Alterations to the Constitution

8.1 This Constitution may only be amended annually or as appropriate by vote of the SaSS, or altered at a SaSS Meeting called specifically for that purpose.

8.2 At least 14 days' notice of a Meeting to amend the Constitution shall be given to all members. Such amendments or alterations shall then require a two-thirds majority of those present.

9. Quorum

9.1 The quorum for meetings shall be not less than 1/3rd of the current membership organisations.

10. Notice of Meetings

10.1 Notice of all meetings should be given at least two weeks advance and circulated to all —members. The notice shall include the date, time, and place of the meetings and an agenda to be discussed.

10.2 At least 7 days' notice of an Annual General Meeting shall be given to all members.

11. Dissolution

11.1 The Group may be dissolved by a two-thirds majority at a SaSS Meeting. In the event of dissolution of the Group, surplus funds will be distributed to a local organisation/s, benefiting the residents of Salisbury by decision of the same meeting.