

SECTION A.

PSC CONSTITUTION 2007

1. Name of Organisation. The name of the organisation shall be 'Palestine Solidarity Campaign'.

2. Office location. The organisation, however registered, shall be in England.

3. Aims. And Objectives.

The aims and objectives of the Palestine Solidarity Campaign shall be identical with those expressed in the Memorandum of Association of which this constitution is an integral part.

4. Membership.

4. 1. Full Membership of the PSC shall be open to all those who agree with the aims and objectives of the Campaign and who pay the necessary annual subscription.

4.2. A member whose annual subscription is not renewed within six months of the renewal date shall be deemed to have lapsed their membership.

4. 3. An honorary member is any person the AGM wishes to honour for services to the PSC or Palestine.

4. 4. Admission to membership - along with the issuing of invitations to sponsors - shall be the responsibility of the Executive Committee, to be ratified at the following AGM.

4. 5. The Executive Committee may, by a two-thirds majority, terminate or suspend the membership of an individual member, local branch, or affiliated organisation found to have breached the constitution, subject to appeal at the following AGM or EGM.

4. 6. A member may resign from the organisation in writing posted to, or left at, the registered office of the company.

5. Branches.

5. 1 The Executive Committee shall have the power to grant permission for the formation of local branches.

5.2. All branches shall adopt the PSC name except where there are historical reasons for another name. In these cases the branch constitution should state that the branch is a branch of PSC.

5. 3. All branches should adopt a constitution, which must contain:

- a) The PSC aims and objectives.
- b) A requirement for elected officers to be members of PSC.
- c) A requirement to hold an Annual General Meeting.
- d) Procedures for electing officers.
- e) The requirement to properly account for money received and expended.

6. Regions.

6. 1. The Executive Committee shall have the power to grant permission for the formation of groupings of branches into regional structures.

6. 2. Branches are encouraged to organise regional events and, where it does not detract from local activities, create a regional structure.

6. 3. In consultation with the Executive Committee, regional structures should be created at the request of at least two branches, within a region and after adequate discussion by branches of its usefulness and sustainability. The creation of such regional structures should be ratified at the following AGM.

6. 4. Once a regional structure is created and sustained, its main purpose should be as contained within points (3 and 6.2). At least one regional meeting per year should be organised to consider how to co-ordinate the implementation of PSC policies and initiatives within the region.

6.5 Where a duly-constituted Region exists, the EC member for that region shall be elected by a regional meeting before the AGM. In the absence of such a regional meeting, regional members for the EC shall be elected at the AGM. Voting for such regional representation shall only be undertaken by those members who are from the appropriate region.

6. 6. Where a formal regional structure exists and has sufficient strength it should, where appropriate and in consultation with the Executive Committee, consider the creation and development of new branches within its region.

7. Affiliations.

7. 1. Affiliated groups or bodies must accept the aims and objectives of PSC.

7. 2. Affiliated groups or bodies must pay the appropriate affiliation fee but for all other purposes are autonomous and solely responsible for their conduct.

7. 3. Such groups must apply for affiliation to the PSC AGM or (in between AGM's) to the Executive Committee.

7. 4. Affiliated bodies may send an observer to PSC Forum Meetings and AGM's in accordance with point 8.3 .

7. 5. PSC reserves the right to refuse affiliation or to revoke affiliation of any group or organisation whose aims, objectives or practices conflict in whole or in part with the aims, objectives and practices of PSC. Such a decision must be carried by a 2/3 majority of the AGM or Executive Committee.

GOVERNANCE

8. 1. Annual General Meetings.

a) Annual General Meeting (AGM) shall be open to all members and shall be the policy making body of the PSC.

b) PSC shall hold an Annual General Meeting once in each calendar year. Not more than 15 months shall elapse between the date of one Annual General Meeting and the next.

c) The Agenda of the AGM shall include:

i) The presentation of an Annual Plan for the coming year;

ii) Report of the work of the EC since the last AGM;

iii) The presentation of accounts;

iv) Membership and affiliation report;

v) Motions submitted by members, branches affiliates, the EC and any other committees.

vi) The election of Chairperson, Vice Chairperson, Secretary, Treasurer, Trade Union

Liason Officer, Student Liason Officer, the Campaign Officer, the Publications Officer, ordinary members of the Executive Committee and any other posts which are approved by the AGM.

vii) The Executive Committee may on behalf of the membership invite speakers to attend and address the Annual General Meeting.

d) The EC shall begin preparing for the AGM at least three months in advance of the scheduled date by inviting resolutions and nominations from branches and affiliates.

e) Resolutions and nominations for the AGM must be submitted in writing to PSC office at least eight weeks before the scheduled AGM.

f) Resolutions, the Annual Plan and nominations shall be circulated to branches and affiliated organisations at least six weeks before the scheduled date of the AGM.

8. 2. Notice of General Meetings.

a) An Extraordinary General Meeting may be authorised by the Executive Committee or an Annual General Meeting, whenever either body considers sufficient reason exists. Written notice of why such a meeting is deemed necessary together with the resolution or resolutions to be considered must be given: No less than 21 days notice must be given to all members and affiliates. The EC shall convene an Extraordinary General Meeting on receiving a written request to that effect signed by at least 5% of the full members having the right to attend and vote at General Meetings.

b) Notice shall be exclusive of the day on which it is served and the day of the meeting.

c) A notice in writing shall be made by post.

8. 3. Proceedings at Annual General Meetings and Extraordinary General Meetings.

a) The Chairperson shall preside at every General Meeting. If there is no Chair or Vice Chair or if he or she is not present within 15 minutes of the time appointed or is unwilling to preside, the members present shall elect either a member of the EC, or one of their number, to preside.

b) No business shall be transacted at any General Meeting unless a quorum of members is present when the meeting is due to commence. A quorum shall consist of 100 members or 10% of the membership having a right to attend and vote at that meeting, whichever is the lowest.

c) If a quorum is not present within 30 minutes of the time appointed for holding the General Meeting, it shall be dissolved if it was convened on the request of members, or adjourned to such a day, time and place as the EC shall think fit.

c) The proceedings at properly convened General Meetings will be conducted as laid down in the Standing Orders of the PSC.

d) At every General Meeting every member shall have one vote.

e) Delegates from national affiliated organisations are entitled to 3 votes (if they have over 100,000 members) or one vote if fewer.

9. Executive Committee

9.1 The Executive Committee shall be accountable to the membership for the implementation of the affairs of the PSC.

9.2 The EC shall be responsible to the membership for the proper management of the affairs of the

PSC.

9.3 The EC shall be responsible for decisions made between AGM's.

9.4 The EC shall consist of the Chair, the Vice-Chair, the Secretary, Treasurer, the Trade Union Liaison Officer, the Student Liaison Officer, the Campaign Officer, the Publications Officer, 5 Regional members, 2 representatives of the Trade Union Advisory Committee and 8 other members.

9.5. The EC shall have the power to co-opt a further six persons if this is felt necessary to aid its work and deliberations.

9.6 The EC shall constitute the Board of Directors.

9.7 The EC shall meet not less than 6 times per year.

9.8 The EC shall publish the minutes of its meetings and make available on request to all duly constituted PSC branches. In doing so it will ensure that confidentiality will be respected.

9.9 Every duly constituted branch of PSC has the right to place an item on the EC agenda and to send an observer to the EC meeting at which it is discussed.

9.10 Members attending the EC meetings shall withdraw from any agenda item which causes or may cause a conflict of interest.

10. Officers Group.

10.1 The Officers Group shall be a sub-committee of the EC.

10.2 The Officers Group shall consist of the Chair, Secretary, Treasurer, Office Manager and up to two others to be elected by the EC.

10.3 The Officers Group shall be responsible for ensuring the implementation and decisions between Executive meetings.

10.4 The Officers Group shall be accountable to the EC.

10.5 The Officers Group must report its decisions to the EC at every EC meeting.

11. PSC Branch Forum.

11.1 The PSC Branch Forum shall be a meeting for the interchange of information, discussion and training.

11.2 The PSC Branch Forum shall be open to branches, affiliates and individual members.

11.3 The PSC Branch Forum shall meet at least 2 times per year, at least once outside London.

11.4 The PSC Branch Forum may make recommendations to the EC, which must be considered and given due weight.

12. Elections.

a) The EC shall elect a Returning Officer who will supervise the conduct of elections.

b) Each member shall have one vote.

c) Nominations shall be open 28 days before the date of the AGM and any member who has been a member for at least six months is eligible to stand.

d) Nominations shall close 7 days before the date of the AGM.

e) All candidates may submit a statement of 100 words with their nomination.

f) The Election regulations shall be made by the EC and shall include advertisement of elections, receipt of nominations, confirmation of eligibility of candidature, candidature publicity, the election and counting of votes; procedure in the event of a disputed election; procedure for electing candidates to posts for which no nominations have been received.

g) EC members shall serve until the end of the AGM following their election. Retiring EC members are eligible for re-election.

13. Finance.

a) The PSC is responsible for ensuring that funds provided to it are used only for those activities which are in accordance with its aims and objectives.

b) The EC is required to:

(i) Ensure that accounts and accounting records are kept, and that accounting information, in accordance with normal professional accounting principles is prepared.

(ii) ensure the preparation of annual accounts.

(iii) ensure that a normal system of internal financial management and control is maintained.

(iv) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its financial solvency is maintained.

(vi) take responsibility for the determination of the pay, terms and conditions of service of any staff employed by PSC.

(vii) Independent examiners or auditors may be appointed by the AGM.

14. Regulations

a) The EC shall make provision for regulations governing the following PSC activities:

(i) Terms of reference and Job descriptions, Disciplinary Procedure and codes of practice for paid staff.

(ii) roles of individual EC members.

(iii) openness and accountability of the Executive Committees proceedings.

(iv) Standing Orders for Executive Committee meetings.

(v) procedures for compliance with EU and UK legislation.

Nothing in the regulations shall be contradictory to the meaning and interpretation of the Constitution

15. Amendments.

a) This constitution may be amended by resolution of the AGM passed by a two thirds majority of those present and voting in favour.

b) The regulations may be amended by the EC with a majority present voting in favour.

16. Interpretation.

In the event of any unresolved dispute arising over the interpretation of the Constitution the matter shall be referred to the EC who shall make a ruling, which in turn should be ratified by the following AGM.

17. Winding Up.

Clause 10 of the Memorandum of Association relating to the winding up and dissolution of the PSC shall have effect as if its provisions were repeated in this constitution.

SECTION B.

Standing Orders.

1. Tellers shall be elected at the commencement of the meeting.
2. All motions and amendments shall be proposed and seconded.
3. The mover of the annual report shall speak for no more than ten minutes.
4. The proposer of a motion or amendment shall be allowed a maximum of 5 minutes.
5. The seconder and each succeeding speaker shall be allowed a maximum of three minutes.
6. a) All amendments upon a motion shall be moved, seconded and then debated. The mover of the original motion shall have the right of reply before the vote on all amendments and the vote on the main motion (as amended or not) shall be taken.
 - b) All amendments shall be submitted in writing on the time scale determined by the executive committee and notified to members.
 - c) Emergency motions in writing, with a proposer and seconder, shall be accepted by the Chairperson and put before the AGM or EGM for a decision to proceed with it or not.
 - d) When an emergency motion is debated all amendments shall be submitted to the Chairperson in writing with the names of the proposer and seconder before the debate on the motion takes place.
7. a) The decision of the chairperson shall be final but members shall have the right to challenge a ruling.
 - b) The terms of the challenge shall be presented (vocally or in writing) by a member to the AGM. The ruling under challenge shall be upheld until the challenge is approved.
 - c) The procedure shall be as follows:
 - i) The Chairperson shall vacate the chair.
 - ii) The challenger and the Chairperson shall each be allowed to speak for a maximum of 4 minutes.
 - iii) There shall be no further debate and the challenge shall require a two-thirds majority to be passed.
8. No member shall speak more than once on the same motion or amendment except in the exercise of the 'right to reply' and no new matter shall be introduced by the mover in reply.
9. Any debate may be closed by a member proposing that 'the question be put', receiving a seconder and being carried by a majority of the AGM.
10. A speaker may not be interrupted except on a point of order. A speaker at his/her discretion may give way to a point of information.

11. If the Chairperson wishes to speak to a motion she/he must vacate the chair before any discussion of that motion begins.

12. When the Chairperson speaks members shall respect the Chair.

13. Every motion shall be put to the vote by a show of voting cards. A recorded vote may be taken at the discretion of the chair or at the request of at least 20 members.

14. With the approval of the AGM, motions or amendments may be withdrawn, composited or remitted to the National Committee.

15. A motion to suspend Standing Orders for the purposes of altering the order of business may be moved from the floor of the AGM. Providing its stated purpose receives a seconder and the support of at least two-thirds of those members present the Standing Orders will be suspended for the duration of dealing with the stated purpose.

16. At ten minutes before the closure of the AGM or EGM any unfinished business remaining on the agenda shall be remitted to the National Committee.

17. There shall be no smoking in the Annual General Meeting or an Extraordinary General Meeting.
