

Bradford's Cultural Voice Constitution – Unincorporated Group/Society/Community Organisation.

1. Name

The name of the group shall be Bradford Cultural Voice.

2. Aims

The aims of Bradford Cultural Voice will be to:

- Retain and grow the cultural sector in Bradford by offering access routes into the industry
- Connect and convene Bradford's cultural sector (volunteers, creative freelancers, and cultural organisations) via forums, splinter networks, events, and socials
- Increase capacity in the District by collaborating with strategic partners to better support & upskill Bradford's cultural sector
- Support Bradford's Cultural sector by delivering programmes and initiatives that support wellbeing, business & talent development.
- Effectively joining up communication and resources across the cultural sector, ensuring everyone has fair access to opportunities and information
- Representing the cultural sector at strategic meetings, advocating, and ensuring the membership's voice is present and influencing key decisions

3. Powers

In order to achieve its aims the Group may:

- Raise money
- Open bank accounts
- Take out insurance
- Employ staff
- Organise public meetings, events and activities
- Deliver projects and programmes
- Work with other groups/strategic partners
- Exchange information
- Do anything that is lawful which will help it to fulfil its aims

3. Membership

Membership of the Group shall be open to any person over 16, or any organisation who is interested in helping the Group to achieve its aims, and is willing to abide by the rules of the Group.

Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, or belief.

Members of the Group are expected to conduct themselves under Nolan principles of good governance (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership)

Any offensive behaviour, including misogynist, racist, sexist, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

The Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age.

5. Management

The Group shall be administered by a Management Committee. The Management Committee will comprise of the 2 Chairs (1 freelance representative and one organisational representative) and 1 Coordinator (the undersigned).

The Chairs will be appointed at the AGM via a polling vote by the Members.

The Coordinator will be appointed by the Chairs via an open application process.

The maximum years of service for The Chairs and Coordinator is 4 years.

The Management Committee will meet as necessary but not less than four times a year.

The Management Committee meetings will be open to any member of The Group wishing to attend, who may speak but not vote.

The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.

6. Meetings

6.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least three weeks before the date of the meeting, giving the location, date, and time.

Members shall be entitled to attend and vote.

The business of the AGM shall include:

- Receiving a report on the Group's activities over the year
- Receiving a report on the finances of the Group
- Reviewing the budget for the financial year ahead
- Considering any other matter as may be decided i.e. Electing of Chairs etc.

6.2 Special General Meetings

A Special General Meeting may be called by the Management Committee or by any members to discuss an urgent matter.

The Coordinator shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed.

All members shall be entitled to attend and vote.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present.

8. Finances

All money raised by or on behalf of the Group is only to be used to further the aims of the Group, as specified in item 2 of this constitution.

Any bank accounts opened for the Group shall be in the name of the Group.

All payments will be signed by two signatories (The Coordinator and a Chair). The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Coordinator and overseen by the Committee. A financial statement will be given at each meeting from the Coordinator.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

10. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.

In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution of The Group was adopted on 3rd January 2023

This constitution was agreed by motion of members at the AGM on 23rd March 2023