

Participatory Economics UK Constitution

1. Name

The name of the group shall be **Participatory Economics UK**, hereafter referred to as the Group.

2. Aims

To increase public awareness and understanding of the Participatory Economics Model through creating a network of empowered and skilled advocates.

See Mission, Vision and Values.

3. Membership

There shall be two ways of relating to the Group:

- a. Supporter
- b. Member

a) Supporter:

Becoming a supporter is open to anyone.

Rights

- To receive organisational news.

Responsibilities

- To pay a monthly donation (The supporter chooses whatever amount they wish. The minimum is £1 per month.)

b) Member

Membership shall be open to anyone who has successfully completed their training period, supports the aims of the Group and is willing to adhere to the responsibilities of membership below.

Rights

- Vote at the AGM and in Online Decisions

Responsibilities

- To pay monthly membership fees
- To make every effort to attend the AGM
- To participate in online decision making
- To be active in furthering the Group's mission
- To be a mentor to trainees

Joining Process

1. An applicant sends a request to join and is registered as a trainee.
2. The secretary organises a 'mentor' for the trainee whose role is to provide help and support to the trainee during the training period.
3. The mentor sends the trainee a welcome email including, a workbook, suggested reading, links to further resources, and information on upcoming PE-UK events and training days.
4. To become eligible for full membership, the trainee is required to have:
 - a. correctly completed their workbook
 - b. attended at least two training days (if within reasonable travel distance)
 - c. carried out an activity (suggested activities are in the workbook)
5. Once the trainee sends their completed workbook to their mentor, the trainee and mentor arrange to have a meeting to go through the workbook. The mentor provides constructive feedback and flags any areas that require further attention. If necessary, the trainee continues to work on their workbook, re-answering any questions that were flagged by the mentor until all answers in the workbook are correct.
6. Once the trainee has completed the joining criteria, the group can make a decision on whether to accept the trainee as a member.
7. If there is consensus amongst existing members, the trainee is approved for membership and notified by the secretary.

During the training period, trainees can attend the AGM and can participate in discussions but have no voting rights. Trainees are asked to notify their mentor if they no longer wish to continue.

Terminating Membership

1. Any member of the Group may resign their membership by providing notice to the secretary. At least one month's notice is expected.
2. Members of the group will have the power to suspend (or, pending the outcome of an investigation, terminate) the membership of any member by resolution passed via 80%

majority vote.

4. Officers & Working Groups

The Group shall be administered by officers of the following formal working groups:

1. Administration
2. Finance
3. Communications
4. Dispute Resolution

| Role | Description | Working Group |
|----------------------------|--|--------------------|
| Chair | Chairs the AGM Coordinates the organising of the AGM Formulates the agenda for the AGM | Administration |
| Secretary | Takes minutes at the AGM Distributes all internal documentation Keeps records of all members Facilitates online decision making | Administration |
| Treasurer | Responsible for maintaining accounts | Finance |
| Web Administrator | Manages website and external communications | Communications |
| Dispute Resolution Officer | Facilitates the creation of a dispute resolution committee to handle disputes or complaints received by members. | Dispute Resolution |

5. AGM & Decision Making

Annual General Meeting (AGM)

An annual general meeting (AGM) shall take place once a year as close as possible to the first weekend of November. The quorum for the AGM will be 51% of the membership.

Prior to the AGM:

- **8 weeks before** - All members will be emailed by the Secretary with the venue, date and time, plus a reminder to send proposals for nominations and agenda items before the

deadline.

- **4 weeks before** - Deadline for submitting agenda item proposals by members and nominations for officers.
- **2 weeks before** - All members are emailed the final agenda by the Secretary.
- All members are expected to attend the AGM. Members who are unable to attend are expected to send their apologies to the Secretary prior to the AGM.

At the AGM:

- It shall be the responsibility of the Chairperson to chair the meeting or a designated deputy in his/her absence.
- The meeting must be minuted by the Secretary
- At the AGM the following activities will take place:
 - a. Welcome and announcement of new members
 - b. Election of officers
 - c. Final decision on strategic plan
 - d. General agenda items
 - e. Allocation of funds
 - f. Decision on where to have the next AGM
- All questions that arise at any meeting will be discussed openly and the meeting will seek to find agreement among all those affected.
- If a consensus cannot be reached, a vote will be taken among all those affected and the options that receives the highest votes is passed. If the number of votes cast on each side are equal, members make best attempts to reach a compromise. If members are still unable to reach a majority decision, only then does the chair of the meeting have an additional casting vote.
- Any voting shall be made by a show of hands. All participants should follow the participatory meeting guidelines document.

After the AGM:

- Following the AGM, the secretary sends out the minutes to all members via email. Members have 4 weeks to report any corrections to the minutes. After corrections, the minutes are published online.

Online Decisions

In the event that a decision needs be made that can't wait until the AGM, the procedure is as follows:

1. A member posts their proposal on the website forum category 'online decisions' and notifies all other members.
2. After a period of discussion, a poll is created and all members are notified.
3. Every vote must include the following options: 'this can wait until the AGM' and 'no preference/I'm not affected'.

4. The option with the most votes, discounting 'no preference/I'm not affected' votes, is passed.

Participation in discussion of online proposals and voting by all members is expected. The quorum for any decision is 51% of the membership.

6. Finance

1. Any money acquired by the Group, including donations and membership fees, shall be paid into an account operated by the Treasurer in the name of the Group.
2. All funds must be used to further the aims of the Group and for no other purpose.
3. Requests for funds can be made at the AGM or via the online decision making procedure.
4. An annual financial report shall be presented by the treasurer at the AGM.
5. Members are required to send receipts of expenses to the Treasurer.

7. Dispute Resolution

1. If any disputes between members arise, and after their best attempts at resolving the dispute, they are unable to do so, disputes or complaints can be brought to the dispute resolution officer/s.
2. The dispute resolution officer/s sets up a dispute resolution committee following procedures described in the dispute resolution document.

8. Amendments to the Constitution

Any changes to this constitution must be agreed to by at least 80% of members at the AGM.

9. Dissolution

The decision to dissolve the group must be agreed to by at least 80% of members at the AGM.

This constitution was unanimously agreed upon by all present at a meeting held in London on 12th October 2014.

Signed:

Christopher Chrysostomou

Jason Chrysostomou

Paul Raekstad

Mark Stevens