

Constitution of the Physical Activity Network for the West Midlands

1. The Name of the Group shall be The Physical Activity Network for the West Midlands, this name can and shall be abbreviated to PAN-WM as appropriate (herinafter called “the Network”).

2. Objects

2.1 The Vision of PAN-WM

“To be a sustainable, independent network that supports the physical activity agenda for the West Midlands”

2.2 The Terms of Reference of PAN-WM

1. To be a **consultative** and **influencing** network for the development of regional physical activity planning.
2. To hold **regional events**, relating to relevant topics that will have a regional and local impact.
3. To provide **opportunities** for those working in the wider physical activity sector to **network**, **share** and **access information** and **develop** skills.
4. To **contribute** to the **evidence base** of effective physical activity interventions through the collation of **best practice** examples.

The Network will exist without distinction of gender, race, disability, marital status, sexual orientation or of political, religious or other opinions, by associating together the said Network, local authorities, voluntary, private and other organisations.

The Network will be identified as an independent regional body influencing local, regional and national strategies and activities regarding physical activity. The Network will develop effective links with other local, regional and national organisations but will not be accountable to any statutory, non statutory or political organisations.

3. Powers

In furtherance to the said objects and terms of reference the Network shall have the power to;

- a) bring together in conference representatives from voluntary organisations, government departments, statutory authorities, other agencies and individuals;
- b) arrange and provide either alone or in partnership with others the holding of conferences, seminars, exhibitions, meetings, lectures or training courses to network, share best practice, develop skills and aid the development of local delivery;

- c) Collect and disseminate information on all matters relating to its objects and terms of reference, to exchange and share such information with the Networks membership and other bodies who have similar objectives in the UK and Internationally;
- d) Hire and otherwise lawfully acquire such property, services or other rights and privileges as may be necessary for the promotion of its objects and to construct, maintain or alter the same subject to the provisions of clause 12;
- e) Raise funds and receive donations, contributions, grants or awards whether by subscription or otherwise, PROVIDED that the Network shall not undertake or in any way engage in any permanent trading activities to raise funds for its objects.
- f) Affiliate to other relevant National, Regional or Local organisations with similar objectives.
- g) Develop sub groups of the Network to enable the said objects to be met.
- h) Develop the evidence base and collation of best practice regarding physical activity with the West Midlands in partnership with local, regional, national and international organisations as appropriate.
- i) Do all such lawful things as shall further the objectives of the Network.

4. Membership

Membership of the Network shall be open irrespective of gender, age, race, disability, marital status, sexual orientation or of political, religious or other opinions to;

- a) Individuals and organisations from the West Midlands Region
- b) Individuals and organisations from outside the West Midlands Region.

5. Subscriptions

Every member of the Network shall be bound to pay an annual subscription as determined by the Steering Group. Increases in subscriptions will be agreed at the PAN-WM Annual General Meeting for the forthcoming year. All members will be notified of subscription charges in writing. All payments due to PAN-WM shall be made by cheque within one calendar month following notice that such payments are due. If an individual or organisation's membership is terminated, resigned or suspended PAN-WM will be unable to provide any refund on collected amounts.

Membership runs from 1st September till 31st of August (a membership year) Members joining the Network in the middle of a "membership year" will be charged for at least six months' membership at the rate appropriate to their category. The subscription charges for 2006 – 2007 are laid out in Appendix 1.

6. Membership Entitlement

Membership to PAN-WM entitles an individual to:

- One free place at PAN-WM annual conference
- One place at two PAN-WM seminars free of charge
- Monthly e-briefings from PAN-WM
- Networking opportunities via a PAN- WM websites and events
- Voting entitlement

Corporate and Voluntary sector Corporate Membership to PAN-WM entitles an organisation to:

- Nominate 4 representatives to attend the annual conference
- 8 free spaces at PAN-WM seminars each year
- Monthly e-briefing to 4 named reps
- Networking opportunities via a PAN-WM websites and events
- Voting entitlement for four representatives from the organisation

7. Disqualification and Termination of Membership

The Steering Group shall have the right for good and sufficient reason to disqualify, terminate or suspend the membership of a member or organisation if in the opinion of the Steering Group that member or organisation has brought the Network into disrepute, been unprofessional or acted in a way that prejudicially affected the welfare or prestige of the Network provided that the member/organisation shall have the right to be heard by the Steering Group before the decision is made.

8. The Steering Group

The policy and general management of the affairs of the Network should be directed by the PAN – WM Steering Group which shall meet no less than six times a year.

The Steering Group will be developed using a solicited membership process to ensure that cross sector representation is achieved. The Honorary officers of the Network will be;

- A Chairperson
- A Vice Chairperson
- Secretary
- Treasurer

plus a minimum of 6 and up to a maximum of 10 ex-Officio members

The PAN-WM membership will be responsible for electing the Chairperson, Vice chairperson, Secretary and Treasurer annually. The outgoing Chairperson cannot be re-nominated for the position of Chairperson for at least one year following their term of office.

The Steering Group shall have the power to co-opt additional members provided that the number of co-opted members does not exceed one third of the total number of the Steering Group including ex-officio members. Co-opted members will provide a

supportive role when specialist or technical advice is required. Co-opted members of the Steering Group are not eligible to vote on Steering Group matters.

The Steering Group shall have the power to appoint such sub groups as it may from time to time decide and may determine the powers and Terms of Reference.

The Steering Group shall have at least one officer present on any Network Sub group in an ex-officio capacity.

The roles and responsibilities of the Steering Group and it's members are laid out in Appendix 2 of this document.

8.1 Meetings of the Network

a) Voting

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote, but in the case of an equality of votes the Chairperson shall have a second vote.

b) Quorum

At an Annual General Meeting a quarter of the membership of the Network shall form a Quorum. In the event of the Annual General Meeting being inquorate a second Annual General Meeting will be arranged and notified to members at least 21 days in advance. At the second meeting those present will constitute a Quorum.

To ensure that all decisions made at the Steering Group reflect majority decisions of the membership, at least six Steering Group members, the agreed quorum for the Steering Group, must be in attendance when decisions affecting the operation, finances and future development of the Network are taken.

c) Minutes

A Minute Book shall be kept by the Steering Group and the Secretary shall enter therein a record of proceedings and resolutions.

d) Annual General Meeting

An Annual General Meeting will be held annually as part of the PAN-WM annual conference at such a time and place as the Steering Group shall determine, being not more than 15 months after the holding of the preceding Annual General Meeting or the adoption of the constitution. At least 21 days notice will be given to members regarding a forthcoming Annual General Meeting.

The Annual General Meeting business will include;

- The PAN-WM evaluation and annual report for the preceding year.
- Approval of the audited accounts of PAN-WM.
- Election of Officers in accordance with clause 8.
- Appointment of an auditor for the accounts.

9. Extraordinary General Meetings

Extraordinary General Meetings may be called by the Chairperson of the Steering Group, or the Vice-Chairperson in the absence of the Chairperson, provided the

Secretary gives the membership fourteen days' clear notice prior to the meeting taking place. Full details of the resolution to be considered at the Extraordinary General Meeting shall be included in the notice of the meeting.

10. Finance

- a) All monies raised by or on behalf of the Network shall be applied to further the objects of the Network and for no other purpose.
- b) The Honorary Treasurer shall keep proper accounts of the finances of the Network. These accounts will be open to inspection by any member. A financial statement will be presented by the Treasurer at each Steering Group meeting and Annual General Meeting.
- c) The accounts will be audited annually by an independent auditor, appointed at the Annual General Meeting.
- d) A bank account will be opened in the Network's name. The Network shall authorise in writing the Treasurer and two other named, nominated officers to sign orders over £150, cheques and other financial papers on behalf of the Network. All financial papers shall be signed by the Treasurer and the named, nominated officers. The treasurer is authorised to sign orders on behalf of the Network up to £150 to cover the Networks running costs, once the order has been authorised in writing by two of the three nominated officers. The Steering Group shall have the authority to apply for external grant funding to further the objects of PAN-WM as laid out in section 2 of the constitution.

11. Dissolution

If the Network, by a majority vote, decides at any time that it is necessary or advisable to dissolve the Network it shall call a meeting of all paid up members of the Network. Notification of the meeting will be given at least 21 days in advance. If such a decision shall be confirmed by a majority of those present and voting at such a meeting, the Steering Group shall have the power to dispose of any assets held in the name of the Network. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable purposes for the benefit of physical activity development as the Network decide. The Charity Commission is the regulator and registrar for charities in England and Wales, as such the Charity Commission will be notified of any donation made by the Network to charity to ensure that no conflicts of interest occur during this process.

12. Alteration of the Constitution

Any proposal to alter the constitution of the Network must be made in writing to the PAN-WM Secretary at least 30 days before the Annual General Meeting. An alteration will require the approval of a majority vote of the Annual General Meetings quorum. If an Annual General Meeting is not planned for the near future, an Extraordinary General Meeting shall be called with the wording for the proposed changes to the constitution sent to all Network members prior to the meeting. No less than fourteen days clear notice will be given to members prior to the meeting taking place.

This constitution was adopted as the constitution of the Physical Activity Network for the West Midlands at it's Annual General Meeting on July 20th 2006

Signed..... Chairperson

Print..... Date:.....

Signed Secretary

Print..... Date:.....

Appendix 1;

Membership Subscription Rates 2006 - 2007

Membership will run from September 1st to August 31st.

Membership Charges

Individual membership: £50

Corporate membership: £150 (4 people)

Voluntary sector corporate membership: £75 (4 people)

Student/Voluntary Individual: £25

Membership charges when joining part way through the year

Time of Year joining	Individual membership	Corporate membership	Voluntary sector corporate membership	Student/Voluntary Sector Individual membership
September – March	£50	£150	£75	£25
April - August	£25	£75	£37.50	£12.50

Appendix 2:

The Role and responsibilities of the PAN-WM Steering Group

Responsibilities of the Group:

1. To manage the day to day running of the Physical Activity Networks activities and related decision making.
2. To implement decisions taken by the Network at an Annual General Meeting or and Extraordinary General Meeting
3. To be the main point of contact for the Network
4. To progress and develop the Network as required from consultations with members
5. To communicate with members and non members to achieve the Networks vision and aims
6. To prioritise and organise a programme of events for the Network
7. To have representation on the Strategic group for physical activity

Number of members:

The optimum membership for the group is twelve people to provide cross sector and geographical representation for physical activity in the region.

It is recognised that there may be a need to co-opt members with specialist knowledge onto the Group for specific areas of work in accordance with paragraph 8 of this Constitution.

Quorum:

A minimum of six people is required for a quorum to enable decisions to be made at Steering Group meetings.

Responsibilities of Group members:

- To regularly attend PAN-WM Steering Group meetings. It is expected that members will attend at least 2/3rds of meetings in any one year, (this will equate to four meetings out of six following the constitution of the Network).
- To act as a main liaison point for the Network for your sector i.e.: health, sport, countryside, transport etc and geographical placement i.e. Shropshire, Herefordshire, Birmingham etc.
- To promote the Network and its activities to your local networks including local strategic partnerships, community sports and activity networks, schools, transport and health networks etc.
- Willingness to represent the PAN-WM on other regional steering groups as appropriate.
- To be able to devote time and resources to developing PAN-WM activities, i.e. organising events, developing resources for members such as email briefings, web pages etc, initiating sub groups of the Network.
- To progress the development of the PAN-WM as agreed by the Steering Group.