

# The Constitution of TheFED – A Network of Writing and Community Publishers

## 1. THE NAME

The full name of the organisation consists of two parts.

Part 1. 'TheFED' (the headline) and

Part 2. 'A Network of Writing and Community Publishers' (the strap-line).

The full name must be used in the title of all TheFED documents but otherwise the organisation will usually be referred to as 'TheFED'

## 2. THE AIMS (*What TheFED is set up to do*)

- To further the cause of writing and community publishing
- To make writing and publishing accessible to all.

## 3. DEFINITIONS (*Meaning of the words used to describe TheFED*)

3.1 The term 'Writing' is open to various definitions. This is essentially a matter for TheFED determine, and generally, it is anticipated that a broad definition will be favoured.

3.2 The term 'Community Publishing' is generally taken to mean the process of producing and distributing such writing in co-operative and mutual ways, rather than competitive and private ways. It is not restricted to printed or internet distribution, but can take any form acceptable to TheFED.

3.3 The terms 'Member' and 'Member Organisation' are taken to mean a group, organisation, or an individual admitted to membership of TheFED.

## 4. POWERS (*What TheFED can do in order to achieve the Aims*)

In order to promote the agreed aims of TheFED, but not otherwise, TheFED may:

4.1 Employ the services of individuals and organisations, both on a voluntary and on a paid basis. The terms of such employment are the responsibility of the Executive Committee. All employees, whether paid or voluntary, are accountable to the Executive Committee.

4.2 Liaise with organisations and individuals who can help TheFED.

4.3 Offer financial support for members to visit other organisations for training and networking purposes, where funds allow.

4.4 Arrange writing groups, festivals, workshops, reading events, training courses, meetings, exhibitions, social gatherings and location visits.

- 33 4.5 Publish and sell, or give away, magazines, newsletters, books, pamphlets, audio  
34 or video recordings, multimedia presentations and exhibition materials.
- 35 4.6 Publicise and promote TheFED and its activities.
- 36 4.7 Raise funds by any legal means, accept membership fees and contributions.
- 37 4.8 TheFED has a Code of Conduct (see Appendix D)

## 38 **5. MEMBERSHIP**

### 39 ***Eligibility***

- 40 5.1 Membership of TheFED is open to any group, organisation or individual engaged  
41 in activities falling within the Aims and Objectives of TheFED.
- 42 5.2 All groups, organisations and individuals wishing to become members of TheFED  
43 must accept this Constitution and agree to be bound by it.
- 44 5.3 It is for TheFED to determine the eligibility for membership of any applicant.
- 45 5.4 TheFED can have different types of membership for individuals and different type  
46 of groups or organisations. (see Appendix B)
- 47 5.5 All applications for Membership of TheFED must be submitted to the Executive  
48 Committee for approval.
- 49 5.6 TheFED recognises there may be groups and organisations accepting the Aims  
50 and Objectives of TheFED but which for particular reasons are unable to comply  
51 fully with the Equal Opportunities Policy. (see Item 15 and Appendix A)
- 52 5.7 The Executive Committee has the discretion to consider applications for  
53 Membership from such groups and organisations and to decide whether to  
54 forward the applications to the AGM for approval.
- 55 5.8 If the Executive Committee forwards such applications to the AGM for approval  
56 then it must explain to the AGM why it considers such applications should be  
57 approved.

### 58 ***Group Membership Application***

- 59 5.9 Application for Group Membership is through a form returned to the Secretary with  
60 examples of their work, outline of aims and objectives, composition of membership  
61 and a copy of their constitution.
- 62 5.10 Application for Group Membership must be shown to be made with the approval of  
63 a majority of the applicant's own membership.
- 64 5.11 A copy of the Constitution of TheFED will be sent to the Group applying for  
65 Membership and adherence to this must be agreed to by the applicant's  
66 membership.

67 5.12 The Executive Committee will appoint Representatives who may visit the a Group  
68 applying for Membership. The Representatives will submit a written report to the  
69 Executive Committee.

70 5.13 If the Executive Committee approves the membership application, the applicant  
71 will immediately become a Provisional Member Group and must pay the Annual  
72 Membership Fee.

### 73 ***Individual Membership Application***

74 5.14 Application for Individual Membership is through a form returned to the Secretary.

75 5.15 A copy of the Constitution of TheFED will be sent to the applicant and adherence  
76 to this must be agreed to by the applicant.

77 5.16 If the Executive Committee approves the membership application, the applicant  
78 will immediately become a Provisional Member and must pay the Annual  
79 Membership Fee.

### 80 ***Full Membership Ratification***

81 5.17 Any Provisional Member Group that wishes to become a Full Member Group must  
82 send at least one representative to the Annual General Meeting for ratification of  
83 their Group Membership.

84 5.18 Any Provisional Individual Member that wishes to become a Full Individual  
85 Member must attend the Annual General Meeting for ratification of their Individual  
86 Membership.

### 87 ***Membership Renewal***

88 5.19 Membership is renewable on the 1st of January each year.

89 5.20 Membership is renewed upon the receipt of the Annual Membership Fee.

### 90 ***Membership Fee***

91 5.21 The Annual Membership Fees to be paid for each type of membership shall be  
92 decided by the Executive Committee and ratified by the AGM.

93 5.22 The Membership Secretary will send an Invoice for the Annual Membership Fee  
94 Renewal.

95 5.23 Annual Membership Fees become due on the 1st January and must be paid  
96 before the start of the AGM in order for the member to participate in the AGM.

### 97 ***Membership Refusal***

98 5.24 If a Group Membership Application is refused, the Executive Committee shall send  
99 the applicant a written statement to explain why their application was turned down.

100 5.25 If an Individual Membership application is turned down, the Executive Committee

101 shall send the applicant a written statement to explain why their application was  
102 turned down.

103 5.26 An appeal against the decision to turn down an applicant may be made by  
104 following the Five Step Formal Grievance Procedure (see Appendix G) No  
105 expenses for this will be paid to the applicant.

### 106 ***Membership Termination***

107 5.27 The Membership of any Member Group, Organisation or Individual is deemed to  
108 have lapsed if they have not paid the Membership Fees due before the start of the  
109 AGM.

110 5.28 If a member is found to be in breach of this constitution, the Executive Committee  
111 have the power to terminate their membership. They must follow the Membership  
112 Termination Procedure. (see Appendix F)

113 5.29 A member may appeal against the termination of their membership by following  
114 the Five Step Formal Grievance Procedure (see Appendix G) No expenses for this  
115 will be paid to the member.

## 116 **6 EXECUTIVE COMMITTEE**

117 ***(What they can do, how they can do it.)***

118 6.1 The Executive Committee is elected annually at the AGM.

119 6.2 The Executive Committee must fulfil the Roles and Responsibilities of Executive  
120 Committee Members and Officers (see Appendix C)

121 6.3 The Executive Committee must be bound by this Constitution and follow the  
122 procedures as they are set out.

123 6.4 The Executive Committee normally meets up to four times a year, of which up to  
124 half the meetings may be in the form of telephone or internet conference  
125 meetings.

126 6.5 The Executive Committee will select the Officers from amongst themselves at the  
127 first Executive Committee Meeting after the AGM.

128 6.6 If an Officer is unable to continue in office then the Executive Committee has the  
129 power to choose another one of its number for that position.

130 6.7 The Executive Committee may co-opt up to three Executive Committee Members  
131 during each year of office. These co-opted Executive Committee Members have  
132 the same rights, roles, responsibilities and voting powers as the Elected Members  
133 (see Appendix C)

134 6.8 The Executive Committee is responsible for deciding the date of the AGM and  
135 must give at least twenty-one days notice to all Member Organisations and  
136 Individual Members (see Item 14 - Notices)

137 6.9 The Executive Committee reports on its activities, and is responsible to the AGM.

138 6.10 The Executive Committee has the power to raise funds and spend money on  
139 behalf of TheFED and to invest such monies not required for immediate use in  
140 investments as may be thought fit.

141 6.11 The Executive Committee has the power to employ the services of employees,  
142 and other persons, as may assist in furthering the Aims and Objectives of  
143 TheFED.

144 **7 WHAT HAPPENS AT AN EXECUTIVE COMMITTEE MEETING**  
145 ***(Standing Orders, Quorum, Notice, Procedures)***

146 7.1 Executive Committee Meetings shall be conducted in accordance with the General  
147 Standing Orders. (see Appendix E)

148 7.2 The quorum for Executive Committee Meetings shall be five Executive Committee  
149 Members including at least two Officers

150 7.3 At least fourteen days notice must be given of all Executive Committee Meetings.  
151 (See Item 14 – Notices)

152 7.4 All members of Member Organisations and Individual Members are normally  
153 entitled to attend Executive Committee Meetings and may speak at the invitation,  
154 and with the permission, of the Executive Committee.

155 7.5 There may be occasions when it is felt inappropriate for persons other than  
156 Members of the Executive Committee to be present and the Executive Committee  
157 may be 'closed' in order to discuss such matters.

158 7.6 The minutes shall record that the Executive Committee was 'closed 'and shall also  
159 note the nature of the business discussed, but the minutes of the 'closed'  
160 discussion shall not be made public to anyone outside the Executive Committee.

161 **8 WHAT HAPPENS AT AN ANNUAL GENERAL MEETING**  
162 ***(Standing Orders, Quorum, Notice, Attendance, Elections)***

163 8.1 Extraordinary General Meetings shall be conducted in accordance with the  
164 General Standing Orders. (see Appendix E)

165 8.2 The governing body of TheFED is the Annual General Meeting (hereafter known  
166 as the AGM).

167 8.3 The quorum for AGMs shall be 10% of the Full Individual Members and one or  
168 more representatives from 20% of the Full Member Groups.

169 8.4 The Executive Committee must give at least twenty-one days notice of the AGM to  
170 all Member Organisations and Individual Members? (See Item 14 – Notices)

171 8.5 The AGM meets every year and not later than fifteen months from the date of its  
172 previous meeting.

- 173 8.6 Attendance of the AGM is open to all Members.
- 174 8.7 All Member Organisations can send Delegates to the AGM.
- 175 8.8 There is no limit on the number of these Delegates provided they are all bona fide  
176 members of the Member Organisation
- 177 8.9 Delegates have the right to speak at the AGM.
- 178
- 179 8.10 The AGM elects an Executive Committee in order to conduct business on behalf  
180 of the AGM. (see Appendix C)
- 181 8.11 The election of the Executive Committee shall take place at the AGM.
- 182 8.12 The Executive Committee consists of at least seven and not more than twelve  
183 Elected Members.
- 184 8.13 The Executive Committee candidates must be members of a Full Member  
185 Organisation or Full Individual Members.
- 186 8.14 If the number of candidates standing for the remaining places is less than or equal  
187 to the number of vacancies, then all candidates shall be deemed elected  
188 unopposed.
- 189 8.15 If the number of candidates exceeds the number of vacancies then the candidate  
190 failing to be elected shall be deemed reserves.
- 191 8.16 In the event of any member of the Executive Committee being unable to continue  
192 in office, the reserve with the highest number of votes will automatically become a  
193 member of the Executive Committee until the election at the next AGM.

194 **9 EXTRAORDINARY GENERAL MEETING**  
195 ***(Standing Orders, How, When & Why to call, Quorum, Notice)***

- 196 9.1 Extraordinary General Meetings shall be conducted in accordance with the  
197 General Standing Orders. (see Appendix E)
- 198 9.2 The Executive Committee shall call an Extraordinary General Meeting if requested  
199 to do so in writing by a majority of the Member Groups and Individual Members  
200 entitled to vote at the AGM.
- 201 9.3 At least twenty-one days notice of an Extraordinary General Meeting shall be  
202 given to all Member Organisations.
- 203 9.4 All such Extraordinary General Meetings shall be called for a specific purpose and  
204 business is limited to that purpose.

205 **10 FINANCE *(Accounts, Banking, Signatories, Financial Year)***

- 206 10.1 The Treasurer shall be responsible for ensuring that an accurate and up-to-date  
207 record of the finances of TheFED is kept, in a form that gives a clear view of all

- 208 financial transactions.
- 209 10.2 The Treasurer shall be responsible for banking all monies received by TheFED,  
210 excepting such sums as are deemed necessary by the Treasurer to be retained in  
211 the form of cash.
- 212 10.3 The Treasurer shall present to each meeting of the Executive Committee a clear  
213 record of the current financial situation of TheFED, including all monies in the bank  
214 account or bank accounts of TheFED and all monies held in the form of cash. The  
215 Executive Committee shall have the power to approve the amount held in cash or  
216 to order the Treasurer to place some or all of such monies in the bank account or  
217 bank accounts of TheFED.
- 218 10.4 The Treasurer shall also be responsible for preparing, or having prepared, Annual  
219 Accounts of TheFED, and for presenting to the AGM the accounts for the most  
220 recently ended Financial Year.
- 221 10.5 The Accounts of TheFED shall be Independently Examined or Audited, as decided  
222 by the AGM, as soon as practicable after the end of the Financial Year, and in any  
223 case before the holding of the next AGM, so that the Independently Examined or  
224 Audited Accounts may be presented to the AGM.
- 225 10.6 The Executive Committee shall recommend to the AGM a person to be the  
226 Independent Examiner or the Auditor, whichever is deemed appropriate, of the  
227 Accounts of TheFED.
- 228 10.7 The AGM shall have the power to accept or reject the recommendation of the  
229 Executive Committee. The AGM shall have the power to nominate and approve  
230 the appointment of an alternative Independent Examiner or Auditor.
- 231 10.8 The person appointed by the AGM shall be responsible for the Independent  
232 Examination or Auditing of the Accounts at the next end of the Financial Year.
- 233 10.9 The Executive Committee shall recommend to the AGM a bank or banks to be the  
234 bankers of TheFED.
- 235 10.10 The AGM shall have the power to accept or reject the recommendation of the  
236 Executive Committee. The AGM shall have the power to nominate and approve an  
237 alternative bank or banks.
- 238 10.11 The Executive Committee shall appoint up to five members of the Executive  
239 Committee to be signatories for the withdrawal of funds in any form from the bank  
240 account or bank accounts of TheFED. Normally the Officers (Chair, Vice-Chair,  
241 Treasurer & Secretary) shall be the signatories, although any of Executive  
242 Committee members may be a signatory.
- 243 10.12 All bank accounts of TheFED shall require two signatures for the withdrawal of  
244 funds in any form.
- 245 10.13 The Financial Year of TheFED shall run from 1 January to 31 December.

246 **11 GRIEVANCES (Complaints, Grievances and Appeals Procedures)**

- 247 11.1 TheFED has a five step formal grievance procedure available to all the  
248 members. Having a formal grievance procedure in place means that TheFED  
249 should be able to give any grievance reasonable consideration and deal with it  
250 fairly, quickly and consistently. (see Appendix G)
- 251 11.2 Complaints by Members. TheFED will consider a complaint by an Individual  
252 Member, a member of a Member Organisation, or by a Member Organisation,  
253 concerning a Member Organisation not complying with the terms of membership  
254 of TheFED.
- 255 11.3 TheFED has no jurisdiction over individual members of a Member Organisation, or  
256 aspects of a Member Organisation not directly affecting its membership of  
257 TheFED.
- 258 11.4 All complaints and grievances either regarding TheFED, it's management, and  
259 employees, or a Member Organisation must be made using the five step formal  
260 grievance procedure. (see Appendix G) Complaints made in any other form will  
261 not be considered.

262 **12 ALTERATIONS TO THE CONSTITUTION**  
263 **(What can be changed and procedure for alterations)**

- 264 12.1 Proposed Constitutional Amendments must be discussed and agreed by the  
265 Executive Committee. They must be voted on at the next AGM.
- 266 12.2 Notice of any proposed Constitutional Amendments must be given at least 21  
267 days before the AGM. (see Item 14 - Notices)
- 268 12.3 The Proposed Constitutional changes will then be discussed and voted on at the  
269 AGM.
- 270 12.4 Amendments to the Constitution, Standing Orders and Appendices to them, shall  
271 require a two-thirds majority vote.

272 **13 DISSOLUTION (How and why TheFED may be dissolved.)**

- 273 13.1 TheFED may at any time be dissolved by a two-thirds majority of the Full  
274 Membership.
- 275 13.2 At least twenty-one days notice shall be given to the Membership who shall be  
276 given the option of a postal vote.
- 277 13.3 In the event of a vote in favour of a dissolution being carried, a Meeting of  
278 Dissolution shall be called to decide on the date of dissolution and the disposal of  
279 assets of TheFED. In any case, the net assets of TheFED shall be transferred to  
280 any such organisation or charity designated by those present at the Meeting of  
281 Dissolution, provided that all debts and liabilities have been settled.

282 **14 NOTICES (How notices must be given)**

- 283 14.1 Notices must be given in writing to the last known address of the recipient.

284 14.2 Notices will be deemed to have been received two weeks after sending.

## 285 **15 EQUAL OPPORTUNITIES POLICY**

286 TheFED has an Equal Opportunities Policy (See Appendix A)

## 287 **16 INTERPRETATION & POINTS NOT YET COVERED (*How to deal with such issues*)**

288 The Executive Committee decide what to do about any points not yet covered and then  
289 the issue will be raised at the following AGM in the form of a proposed constitutional  
290 amendment.

## 291 **APPENDICES**

### 292 **Appendix A - Equal Opportunities Policy**

#### 293 ***General***

294 A1. This Policy is aimed at improving practices, workshops, training, and publications.  
295 To enhance not divide.

296 A2. TheFED is committed to the policy and practice of equal opportunities and is  
297 therefore opposed to any form of discrimination on the grounds of race, colour,  
298 creed, religion, gender, economic or social status, class, origin, sexual orientation,  
299 disability of any kind, age, educational background, language, marital status or  
300 nationality.

301 A3. TheFED recognises the need to allocate resources to combat discrimination of all  
302 types.

303 A4. As an organisation that organises and runs workshops, performances,  
304 publications, and courses, we share the responsibility to ensure that all activities  
305 welcome and encourage participation by all groups

306 A5. All Members of TheFED must share the responsibility to challenge behaviour or  
307 writing, which undermines or discriminates against any person.

#### 308 ***Principles***

309 A6. TheFED is committed to actively promoting equal opportunities in respect of:

- 310 • Employment
- 311 • Provision of services including publishing
- 312 • Management structure
- 313 • Working practices of the organisation
- 314 • Information
- 315 • Training

316 A7. TheFED notes the need for specific groups in the community to hold closed  
317 workshops and training that offer positive action to help further their development  
318 and equal status.

319 ***Practices***

320 A8. TheFED shall ensure that its recruitment and employment practices operate in  
321 harmony with its Aims (see Item 2) and the Equal Opportunities Policy (see  
322 Appendix A)  
323

324 A9. Information about employment opportunities shall be made accessible by  
325 advertising and publicising such opportunities through organisations and media  
326 relevant to people in the community.

327 A10. In order to ensure that TheFED services are accessible to all TheFED will pursue  
328 the following practices.

329 A11. Recognising that TheFED is a multi lingual organisation, information shall where  
330 possible be in languages other than English as appropriate.

331 A12. TheFED shall make its services available to disabled people including wheelchair  
332 users, by using premises that are accessible for all its activities whenever  
333 possible.

334 A13. When appropriate TheFED shall make use of signers and interpreters and make  
335 provision for colour blindness, partial colour blindness and the use of hearing  
336 loops.

337 A14. TheFED events and publications should be accessible to visually impaired people,  
338 for example by publishing documents in large print, Braille and on tape. We shall  
339 actively encourage Member Organisations to do likewise.

340 A15. TheFED shall whenever necessary provide crèche facilities in line with the current  
341 provisions in the Children Act.

342 A16. TheFED members, committees, sub committees, and organisers of all events  
343 shall, where possible, take into consideration the dietary needs of participants and  
344 have food prepared for Vegetarian, Muslim, Jewish, and all others with particular  
345 dietary requirements.

346 A17. TheFED shall not allow its publications, events, premises, or facilities to be used  
347 for the expression of views that conflict with this policy.

348 ***Implementation & Monitoring***

349 A18. The Executive Committee of TheFED shall be responsible for instigating action  
350 plans for specific areas of work and for reviewing effective implementation of this  
351 policy annually.

352 A19. A subcommittee shall be appointed by the Executive Committee to report to the  
353 Executive Committee and submit a report to the AGM.

354 A20. All points in this document shall be reviewed and amended as required for  
355 ratification by the membership at the AGM. This is a working document.

356 A21. Monitoring of Member Organisations shall take place annually through report  
357 forms filled in by the Member Organisation.

## 358 **Appendix B Membership Types**

### 359 **Group Membership**

360 B1. Group Membership of TheFED is available to all groups which:

361 a) accept TheFED's Aims and Objectives

362 b) agree to abide by this Constitution

363 c) take an active part in TheFED's activities and

364 d) have paid their Annual Membership Fee.

365 B2. Every attending representative of a Member Group, which has paid its Annual  
366 Membership Fee may:

367 a) vote at the AGM

368 b) stand for election to the Executive Committee.

### 369 **Associate Membership**

370 B3. Associate Membership is available to groups and organisations accepting the  
371 Aims, Objectives and Constitution, but which for reasons acceptable to TheFED  
372 cannot take an active part in its activities.

373 B4. If an Associate Member is able to attend the AGM, then they shall be allowed to  
374 vote and stand for election to the Executive Committee.

375 B5. If a member of an Associate Member is elected to the Executive Committee, then  
376 their expenses shall be paid in line with other Executive Committee members, with  
377 the proviso that if based outside the mainland of the UK, then travel costs shall  
378 only be from the port of entry.

### 379 **Reciprocal Membership**

380 B6. Reciprocal Membership is available to groups and organisations with which  
381 TheFED feels a shared interest, ethos or common purpose. It is entirely based on  
382 sharing information and interests, and does not confer any rights.

### 383 **Individual Membership**

384 B7. Individual Membership of TheFED is available to any individual who:

385 a) accepts TheFED's Aims and Objectives

386 b) agrees to abide by this Constitution

387 c) takes an active part in TheFED's activities and

388 d) has paid their Annual Membership Fee.

389 B8. Every attending Individual Member, who has paid their Annual Membership Fee  
390 may:

391 a) vote at the AGM

392 b) stand for election to the Executive Committee.

## 393 **Appendix C - Roles and Responsibilities of the Executives and Officers**

### 394 ***Executives***

- 395 • Work as part of a team.
- 396 • Have the right to represent TheFED to outside bodies, with the agreement of the  
397 Executive Committee.
- 398 • Act in the best interests of TheFED at all times.
- 399 • Conduct themselves in a way which respects others.
- 400 • Declare to the Executive Committee any conflict of interest and abide by any decision  
401 about how that conflict should be dealt with.
- 402 • Are prepared to attend all meetings - or send apologies if they are unable to do so.
- 403 • Are prepared to consider being a signatory for the Bank Account (if any of the officers  
404 is unable or unwilling to do this.)

### 405 ***Chair***

- 406 • Be an Executive AND
- 407 • Usually Chair all meetings.
- 408 • Ensure that all TheFED meetings, business, events and activities are conducted in  
409 accordance with TheFED constitution.
- 410 • Prepare the agenda with the Secretary and ensure that the agenda items are fully  
411 discussed and implemented where possible.
- 412 • Ensure that all present can contribute without interruption or intimidation.
- 413 • Be a signatory for the Bank Account.

### 414 ***Vice-Chair***

- 415 • Be an Executive AND
- 416 • Fill the Chair's role when he or she is unavailable.

417 • Support the Chair in ensuring that all TheFED meetings, business, events and  
418 activities are conducted in accordance with TheFED constitution and that all present  
419 can contribute without interruption or intimidation.

420 • Be a signatory for the Bank Account.

421 **Secretary**

422 • Be an Executive AND

423 • Deal with all correspondence.

424 • Keep minutes and records.

425 • Keep all members informed.

426 • Prepare the agenda with the Chair.

427 • Be a signatory for the Bank Account.

428 **Treasurer**

429 • Be an Executive AND

430 • Keep up-to-date records of all financial transactions.

431 • Ensure all members of TheFED receive their agreed expenses promptly.

432 • Make regular financial reports.

433 • Prepare accounts for the independent examiner.

434 • Be a signatory for the Bank Account.

435 **Membership Secretary**

436 • Be an Executive AND

437 • Keep the membership database up-to-date

438 • Send membership renewals and reminders

439 • Be a point of contact for membership enquiries.

440 **Festival Co-ordinator**

441 • Be an Executive AND

442 • Keep a record of Festival Attendees

443 • Keep a record of workshop leaders and find potential new ones

444 • Send requests and reminders for workshop information (title, description, preferred  
445 time-slot etc.)

446 • Keep Festival Evaluation Forms

447 • Make regular Festival Reports including booking numbers, attendance figures,  
448 recommendations and suggestions from the evaluation forms

- 449
- Be a point of contact for festival enquiries.

450 ***Communications / Website Development Officer***

- 451
- Be an Executive AND
- 452
- Keep the website up-to-date
- 453
- Social Networking.
- 454
- Email
- 455
- Online Publications & E-Books etc.
- 456
- Give regular Communications Progress Reports

457 ***Magazine / Newsletter Editor***

- 458
- Be an Executive AND
- 459
- Produce TheFED Newsletter or Magazine
- 460
- Write (or obtain) Book Reviews
- 461
- Articles
- 462
- Pictures from the Festival
- 463
- Updates from the Committee
- 464
- Reports & News from Member Groups
- 465
- Give regular Newsletter / Magazine Progress Reports

466 ***Archive Officer***

- 467
- Be an Executive AND
- 468
- Liaise with the Archive venues, staff and volunteers
- 469
- Encourage TheFED members to donate materials to the archive.
- 470
- Look for opportunities to publicise and promote TheFED Archive.
- 471
- Give regular Archive Progress Reports

472 **Appendix D – Code of Conduct**

473 The following guidelines are intended to advise and assist members of the Executive  
474 Committee, staff, and volunteers to carry out their work conscientiously and diligently in  
475 the following ways:

- 476 D1. By encouraging the highest possible standards of competence and conduct  
477 among all employees and volunteers.
- 478 D2. By optimising resources at our disposal to provide maximum benefit to TheFED
- 479 D3. By maintaining the highest standards of integrity and confidentiality in all TheFED  
480 business matters, and within our working or personal relationships, that do not

- 481 leave individuals representing TheFED open to accusations of wrong doing or  
482 bring their honesty into question.
- 483 D4. By ensuring that the name or assets of TheFED are not, at any time or in any  
484 circumstances, used for personal gain or to promote personal business interests.
- 485 D5. By ensuring that TheFED constitution and Equal Opportunities Policy and all other  
486 policies are followed at all times.
- 487 D6. By declaring any personal interests that may infringe (or might be deemed by  
488 others to infringe) on your impartiality and fairness, in any matter relevant to your  
489 duties as an employee, Executive member or volunteer of TheFED
- 490 D7. By prohibiting the receiving of personal gifts by members of the Executive and  
491 employees from members of TheFED and any other business acquaintances  
492 when working for or representing TheFED
- 493 D8. The Executive Committee will investigate any breaches of this code promptly and  
494 in a way that protects the interests and reputation of TheFED
- 495 D9. Failure to report any suspected breaches of the guidelines to the Officers of  
496 TheFED will be construed as compliance and will be dealt with by the Officers and  
497 members of the Executive Committee accordingly.
- 498 D10. Any Executive Committee member, volunteer or employee who is in breach of this  
499 code of ethics may be asked to resign their post immediately and may be subject  
500 to further disciplinary/legal action at the discretion of the Executive Committee.

## 501 **Appendix E - Standing Orders**

502 All meetings of TheFED are conducted in accordance with the Standing Orders  
503 applicable to that meeting.

### 504 ***General Standing Orders***

505 The following Standing Orders apply to the conduct of all meetings of TheFED.

- 506 E1. All meetings will start promptly at the time advertised for the start of the meeting if  
507 there is a quorum.
- 508 E2. If there is no quorum fifteen minutes after the advertised start time then the  
509 members present have the power to decide the date time and agenda of the  
510 subsequent meeting.
- 511 E3. A record in permanent of the date, time, and place, and of all business shall be  
512 taken at all meetings.
- 513 E4. Copies of such minutes must be made available to all Members as soon as  
514 possible after the meeting.

### 515 ***Chairing of Meetings***

- 516 E5. At all meetings, the Chair of TheFED shall normally take the Chair.
- 517 E6. In the absence of the Chair of TheFED or if for other reasons, the Chair of  
518 TheFED is unable to take the Chair then the Vice-Chair shall chair the meeting. If  
519 the Vice- Chair is unable to take the Chair, then it will be taken by the Secretary,  
520 and failing the Secretary then the Treasurer.
- 521 E7. If no Officer is available to take the Chair then the Executive Committee shall  
522 determine which of its members shall take the Chair.

523 ***Discussion of Business***

- 524 E8. The Chair of the meeting introduces each item of business and may call on  
525 members to address the meeting on the matter concerned. The matter can then  
526 be open to discussion, which must always be through the Chair who will decide  
527 who may hold the floor and the order of speakers.
- 528 E9. A speaker can be interrupted by a point of information. Such an interruption must  
529 be brief and to the point, and may only be used to correct a point of fact. The  
530 Chair has the discretion to curtail such an interruption, and to rule that no further  
531 points of information may be raised, but should be made in a separate speech.
- 532 E10. During discussion, the Chair shall have the discretion to suggest a move to a vote  
533 on the matter. It shall also be open to a voting member of the meeting to suggest  
534 a move to the vote. In all cases, a majority of those entitled to vote shall be  
535 sufficient to end discussion and move to a vote.

536 **Resolutions**

- 537 E11. A motion must be proposed and seconded, and clearly stated so that its meaning  
538 and intention is understood by all.
- 539 E12. Only one motion may be dealt with at a time.
- 540 E13. Amendments to a motion must be proposed and seconded, and must be voted on  
541 before the motion itself is voted on. Amendments may only seek to change the  
542 details of the motion. The Chair may rule amendments, which substantially change  
543 the motion, out of order.
- 544 E14. Requests may be made for a motion to be voted on in parts. If the movers of the  
545 motion object then a vote shall be taken on whether it shall be taken in parts or as  
546 a whole.

547 ***Voting***

- 548 E15. In all instances requiring a vote, abstentions shall not be allowed to influence the  
549 outcome of the vote, except in the case of a vote for Dissolution of TheFED
- 550 E16. A vote shall be deemed carried by a simple majority of those present and entitled  
551 to vote. There are two exceptions to the requirement of a simple majority of those  
552 present and voting. Amendments to the Constitution, Standing  
553 Orders and Appendices to them, shall require a two-thirds majority of those

554 present and voting. A vote on Dissolution of TheFED shall require at least two  
555 thirds of the Full Membership to vote in favour, and this may be conducted by a  
556 postal vote.

557 E17. In cases of a tie, the Chair shall ask for a re-vote. If the matter is still tied then the  
558 Chair shall have a casting vote to decide the matter except in the case of  
559 amendments to the Constitution, which require a two-thirds majority of those  
560 present and voting in order to be carried.

561 E18. In cases where there is no clear dissent from the meeting, the Chair may deem  
562 the matter to be carried. In the absence of any clear response from the meeting,  
563 the Chair may declare the matter carried.

564 ***Points of Order***

565 E19. Any person entitled to vote may raise a Point of Order. All Points of Order must  
566 refer to the specific Standing Order which is believed to be contravened

567 E20. The precedence of Points of Order shall be as follows:

- 568 1. Point of Order concerning the Act of Voting
- 569 2. The Act of Voting
- 570 3. Any other Point of Order
- 571 4. There is Order when the Chair is speaking
- 572 5. Any person entitled to vote may ask the Chair to give a ruling on any matter  
573 relevant to matters being discussed.

574 E21. The Chair is not obliged to rule but if the Chair does give a ruling that ruling may  
575 be challenged and if such a challenge is supported by more than half those  
576 entitled to vote then the Chair shall reconsider the matter.

577 E22. If deemed appropriate by a majority of those entitled to vote, Standing Orders may  
578 be temporarily suspended for a specific item of business, but must be reinstated at  
579 the end of that item of business.

580 ***Standing Orders for the conduct of Executive Committee Meetings***

581 Executive Committee Meetings shall be conducted in accordance with the General  
582 Standing Orders.

583 E23. The order of business at Executive Committee Meetings shall be:

- 584 1. Welcome by Chair
- 585 2. Attendance & Apologies
- 586 3. Changes to the order of business of the meeting
- 587 4. Acceptance of the minutes of the previous meeting or meetings
- 588 5. Matters arising from the minutes
- 589 6. Chair's Report
- 590 7. Treasurer's Report

- 591 8. Membership Secretary's Report
- 592 9. Business notified in advance of the start of the meeting
- 593 10. Any other business (always penultimate on the Agenda)
- 594 11..Date and time of next meeting (always final item on the Agenda)

595 ***Standing Orders for the conduct of Annual General Meetings (AGMs)***

596 AGMs shall be conducted in accordance with the General Standing Orders.

597 E.24 Any delegates from a Member Organisation that has not paid its annual  
598 membership fee may attend the AGM but they shall not be permitted to be elected  
599 on to the Executive Committee or participate in any vote.

600 E.25 Any Individual Member that has not paid their annual membership fee may attend  
601 the AGM but they shall not be permitted to be elected on to the Executive  
602 Committee or participate in any vote.

603 E26. The order of business at AGMs shall be:

- 604 1. Roll Call of Members present
- 605 2. Apologies for absence
- 606 3. Acceptance of the minutes of the previous AGM and of any Extraordinary  
607 General Meeting.
- 608 4. Matters arising from the minutes
- 609 5. Constitutional Amendments
- 610 6. Ratification of New Member Groups
- 611 7. Ratification of New Individual Members
- 612 8. Ratification of New Associate Members
- 613 9. Ratification of New Reciprocal Members
- 614 10. Presentation of Annual Report by the Chair
- 615 11. Presentation of Annual Accounts by the Treasurer
- 616 12. Appointment of Auditors
- 617 13. Other Business brought forward by the Secretary
- 618 14. Election of Executive Committee

619 ***Standing Orders for the conduct of Extraordinary General Meetings***

620 E27. Business at an Extraordinary General Meeting shall be confined to the purpose for  
621 which the meeting was called.

622 E28. In all other respects, an Extraordinary General Meeting shall be conducted in  
623 accordance with Standing Orders for AGMs.

624 **APPENDIX F. Procedure For Terminating TheFED Membership**

- 625 F1. Verbal Warning - A panel of 3 Executive Committee Members (including at least 1  
626 officer) will meet with the individual member or a representative of the member  
627 group or organisation to explain why it might be necessary to terminate their  
628 membership and what they must do in order to keep their membership of  
629 TheFED.
- 630 F2. Written Warning - If, after the verbal warning, the person has still not complied, the  
631 Executive Committee will write to the individual member or a representative of the  
632 member group or organisation to explain which part of TheFED Constitution they  
633 are in breach of, why it might be necessary to terminate their membership and  
634 what they must do in order to keep their membership of TheFED.
- 635 F3. Written Notice of Membership Termination. If, after the written warning, the  
636 individual member or a representative of the member group or member  
637 organisation has still not complied, The Executive Committee will write to the  
638 individual member or a representative of the member group or member  
639 organisation to explain why it has been necessary to terminate their membership.  
640 They will be informed of their right to appeal and of the 5 step Grievance  
641 Procedure. (see Appendix G)

## 642 **APPENDIX G. Five Step Formal Grievance Procedure**

- 643 1. You inform the Executive Committee of your grievance in writing or in a recorded  
644 format.
- 645 2. You meet with the Executive Committee to discuss the grievance.
- 646 3. The Executive Committee discusses the grievance in a closed Executive Committee  
647 Meeting (only Executives may attend.)
- 648 4. The Executive Committee will inform you, in writing, of their decision and of any  
649 action they have agreed to take in order to resolve your grievance.
- 650 5. If you are still not satisfied with the way that your grievance has been dealt with, the  
651 Executive Committee will hold an appeal, if you request them to do so.

652 If necessary, the Executive Committee may ask an independent advisor for advice.

Amended at the 10<sup>th</sup> AGM  
of TheFED – A Network of Writing and Community Publishers  
on Saturday 2<sup>nd</sup> June 2018  
at Faraday House, Old Gloucester Street,  
Holborn, London, WC1N 3AE

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