

# **EDINBURGH USERS' FORUM (EUF)**

## **CONSTITUTION 2000**

### **1 NAME**

Our name is **Edinburgh Users' Forum (EUF)**.

### **2 WHAT ARE WE FOR**

2.1 We are a voice for people in Edinburgh who use, or have used, mental health services.

2.2 We promote the interests of people in Edinburgh who use, or have used, mental health services. In particular we speak out against stigma and discrimination.

2.3 We work in partnership with the people who plan, pay for and provide mental health services.

2.4 We identify gaps in mental health services and campaign to have them filled.

2.5 We work out what our priorities for new services are, and make sure that they are widely known.

2.6 We take part in the planning, management and evaluation of mental health services.

2.7 We provide our own training services and arrange for the training of our own members.

### **3 WHAT WE CAN DO**

We can do anything which is not against the law to meet our aims. We would like to mention some things especially:

#### **3.1 Land or buildings**

We can rent, buy or get in some other way, land or buildings where we can do our work.

Any land or buildings will be in the names of the current office-bearers as trustees for EUF.

#### **3.2 Bank Account**

We can set up and run bank accounts.

#### **3.3 Employ Workers**

We can employ workers and sessional workers.

### **3.4 Advisors and Consultants**

We can employ advisors or consultants when they are needed.

### **3.5 Expenses**

We can pay reasonable expenses for travel, meals and so on to any member or volunteer doing work for EUF. We can also pay them back any money they have spent out of their own pocket to get things for EUF.

## **4 MEMBERSHIP**

### **4.1 Full membership**

Anyone living in Edinburgh who uses or has used mental health services and agrees with the aims of EUF can join as a full member.

### **4.2 Group membership**

Any group in Edinburgh led by people who use or have used mental health services, and which agrees with the aims of EUF, can become a group member.

### **4.3 Associate membership**

Any person or group, who agrees with the aims of EUF, but cannot be a full or group member, can join as an associate member.

### **4.4 Membership fees**

We can decide to charge a membership fee and how much that fee should be. This can only be done at an Annual General Meeting.

## **5 STRUCTURE OF EUF**

### **5.1 Members meetings**

Whenever possible or practical, our business will be done at the regular monthly meetings of our members, to which all members are invited.

### **5.2 Executive Committee (Exec)**

The Executive Committee (Exec) is made up of the five office-bearers.

The Exec has three different jobs.

- they can make decisions on our behalf if there is not time to wait until a members' meeting

- they can sort out business to be done at the members' meeting
- they may write guidelines for the smooth running of EUF. These sort of guidelines are sometimes called "Standing Orders".

If the Exec makes a decision on our behalf, then it must be approved by our next members' meeting.

The Exec can do nothing unless at least three out of five members are involved in the decision. If the Exec cannot agree on a course of action, they will take a vote and a simple majority only will be needed.

### **5.3 Sub-committees and working groups**

The Members Meetings or the Exec can set up sub-committees or working groups to help achieve our aims. Whoever set the group up decides what the group can do.

The people on these groups will usually be our members. People outside EUF can be asked to take part when we think they would be useful.

## **6 OFFICE-BEARERS**

### **6.1 Election of Office-Bearers**

We elect our office-bearers from amongst our full members at our Annual General Meeting.

### **6.2 Offices**

There are five different offices. These are: Convenor, Vice-Convenor, Secretary, Membership Secretary and Treasurer.

### **6.3 Time Limits for Office Bearers**

If someone has held the office of Convenor, Vice-Convenor, Secretary or Membership Secretary for three years in a row, they cannot stand for election for that office again for at least one year.

### **6.4**

If an office-bearer misses three meetings in a row of the Exec without a good reason, they will be treated as having resigned.

## **7 ANNUAL GENERAL MEETING (AGM)**

### **7.1 Date**

We have an AGM each year in May.

### **7.2 Notice of Meeting**

The Secretary must give us at least 21 days notice in writing of the date, time and place of the AGM.

### **7.3 Notice of Resolutions or Amendments**

If one of us wants to move a resolution or an amendment to this Constitution or the Standing Orders we must send a written copy of the resolution or amendment to the Secretary to reach them by at least 7 days before the date of the AGM. Copies of any amendment or resolution will be available at the beginning of the AGM.

### **7.4 Agenda**

The agenda will include: the minutes of the previous AGM; our accounts for the last year; elections, and any other business the Exec thinks is necessary.

### **7.5 Honorary President**

The AGM can elect someone to the post of Honorary President. This will be done in recognition of the contribution of an individual to the mental health service user movement in Edinburgh. The person proposed does not have to be a member of EUF, nor do they have to be a member of EUF, nor do they have to use or have used mental health services. The appointment of an individual to this post will last for three years.

### **7.6 How many people have to be at the AGM?**

There have to be at least twelve people at the AGM. If less than twelve members are at the AGM then any decision made must be approved by the next General Meeting at which has twelve members or more at it.

### **7.7 Who can vote?**

Each full member has one vote. Group and associate members have no vote.

### **7.8 Required majority**

Where there is a vote on an amendment to the Constitution or the Standing Orders, two thirds of the full members present and voting must be in favour of it or it will be lost. All other votes are by simple majority.

### **7.9 Casting vote**

Where the same number of votes are cast for and against a resolution which needs a simple majority, the Convenor will have a second, or casting vote.

### **7.10 Minutes**

The Secretary will keep a written record of all that happens at the AGM.

## **8 SPECIAL GENERAL MEETING (SGM)**

### **8.1 How to call an SGM**

A Special General Meeting (SGM) can be called by the Executive or at least four full members writing to the Secretary to ask for an SGM to be called and why they want to call it.

### **8.2 Rules for SGMs**

All the rules for SGMs are the same as for AGMs.

## **9 MONEY**

### **9.1 How money can be spent**

All the money raised by us or on our behalf will be used to achieve the aims in 2 above and for no other purpose.

### **9.2 Keeping the books**

The Treasurer is responsible for keeping accurate books and the recording of the financial transactions of EUF.

### **9.3 Who can sign cheques?**

All the Office-Bearers will be able to sign cheques, but at least two must sign for any withdrawal. The CAPS Finance Worker can be made a signatory by the Executive, if they think it is convenient.

### **9.4 Annual Accounts**

The accounts will be inspected at the end of each financial year by a competent person, and will be presented at the Annual General Meeting.

### **9.5 Financial Year**

Our financial year will be 1 April to 31 March.

## **10 DISSOLUTION**

### **10.1 Decision to dissolve EUF**

If the Exec decides by a simple majority at any time that we have to be wound up or dissolved (because of expense or for any reason) it will call a Special General Meeting of all the members and ask them to vote on whether we should be dissolved.

### **10.2 Notice**

The Secretary will give the members at least 21 days notice in writing of the date, time and place of the meeting as well as the wording of the resolution to dissolve EUF.

### **10.3 How Many People Have to be There**

There have to be at least eight members there, or the meeting cannot go ahead.

### **10.4 Voting**

We cannot be dissolved unless at least two thirds of the members present and voting are in favour of the resolution to dissolved us.

## **11 What to do with any money or things we have left over**

### **11.1 Payment of Money we Owe**

If EUF is dissolved, all of the money that we owe must be paid out of what we have left.

### **11.2 Money or things left over**

If any money or equipment is left after our debts have been paid, the Exec must give it to an organisation or organisations whose aims are similar to the aims of EUF in 2 above, and which is for the benefit of the people of Edinburgh.

20/4/00