**1. Name**

The association’s name is **Cambridgeshire Digital Partnership**

**2. The purposes of the association are:**

To improve digital inclusion across Cambridgeshire. Share information, promote good practice and working relationships between service provider organisations and individuals from the voluntary, community and statutory sectors who work to alleviate digital exclusion issues. Promote and develop funding opportunities and partnerships for digital inclusion services.

**3. Steering Group**

The association shall be managed by a Steering Group who are appointed at the Annual General Meeting (AGM) of the association.

**4. Carrying out the purposes**

ln order to carry out the purposes the Steering Group have the power to.

(1) raise funds. receive grants and donations

(2) apply funds to carry out the work of the association

(3) co-operate with and support other charities with similar purposes

(4) do anything which is lawful and necessary to achieve the purpose

**4. Membership**

The association shall have a membership. People who support the work of the association and are aged 18 or over, can apply to the Steering Group to become a member. Once accepted by the steering group, membership lasts for 1 year and may be renewed. The Steering Group will keep an up-to-date membership list.

Membership will be free of charge until April 2022 at which point this will be reviewed.

**5. Ceasing to be a member**

Members may resign at any time in writing to the chair.

Any offensive behaviour, including 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 further meetings or to resign from the group if an apology is not given or the behaviour is repeated.

The Steering Group may remove a person’s membership if they believe it is in the best interests of the charity. The individual concerned shall have the right to be heard by the Steering Group, accompanied by a friend, before a final decision is made.

**6. Equal opportunities**

Cambridgeshire Digital Partnership will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy, or maternity, marital status, or age.

**7. Annual General Meeting – AGM**

1. The AGM must be held every year, with 14 days’ notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
2. An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
3. There must be at least 10 members or 10% of the membership present at the AGM.
4. Every member has one vote.
5. The Steering Group shall present the annual report and accounts.
6. Any member may stand for election to the Steering Group.
7. Members shall elect between 3 and 10 people to the Steering Group to serve for the next year.
8. They will retire at the next AGM but may stand for re-election.
9. The AGM and any other General Meeting will be carried out either in person or using appropriate video technology, or a combination of the two.

**8. Steering Group Meetings**

(1) The Steering Group must hold at least 4 meetings each year. At their first meeting the Steering Group will decide how to manage the accounts and administration, delegating responsibilities as needed. The Steering Group may act by majority decision.

(2) At least 3 members of the Steering Group much be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

(3) Cambridge Council for Voluntary Service will act as the coordinating body. This will be reviewed at 6-month intervals.

(4) Steering Group members must attend a minimum of 2 meetings per year. If this minimum is not met by a member they can be asked to step down by the Steering Group.

(5) If a member of the Steering Group has a conflict of interest, they must declare it and leave the meeting while the matter is being discussed.

(6) During the year, the Steering Group may appoint up to 2 additional Steering Group members. They will stand down at the next AGM but be eligible for re-election.

(7) The Steering Group may make reasonable additional rules to help run the association. These rules must not conflict with this constitution or the law.

**9. Money and property**

* Money and property must only be used for the association’s purposes.
* Steering group members must keep accounts. The most recent annual accounts can be seen by anybody on request.
* Steering group members cannot receive any money or property from the association, except to refund reasonable out of pocket expenses.
* Money must be held in the association’s bank account. All cheques must be signed by 2 steering group members. Or an agreed third-party account until such times as a bank account is opened.

1. **General meetings**

If the Steering Group consider it is necessary to change the constitution, or wind up the association, they must call a General Meeting so that the membership can make the decision. Steering Group must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days’ notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

(1) **Winding up** - any money or property remaining after payment of debts must be given to an association with similar purposes to this one.

(2) **Changes to the Constitution** - can be made at AGMs or General Meetings.

(3) **General Meeting** - called on written request from a majority of members.

(4) Steering Group may also call a General Meeting to consult the membership.

**Setting up the association**

This constitution was adopted on Date/Month/Year by the people whose signatures appear below. They are the first members of the association and will be the Steering Group until the AGM, which must be held within one year of this date.

