

# MAIDSTONE INTER-FAITH NETWORK CONSTITUTION

## 1. NAME

The name of the organisation is Maidstone Inter-Faith Network, which can be abbreviated in general use to MIFN.

## 2. VISION, MISSION, VALUES, OBJECTIVES AND STRATEGIES

MIFN is made up of representatives of different faith groups in the Maidstone area.

- 2.1. Vision.** Improved understanding, dialogue and relationships between people of different faiths and beliefs in the Maidstone area through respect of differences and recognition of similarities.
- 2.2. Mission.** To promote, organize and support inter-faith activities in the Maidstone area to learn about faith and belief traditions, inform others, reduce misunderstanding and improve community relationships.
- 2.3. Values.** We aspire to reflect the following values in our work: service to others; integrity; accountability; trust; consultative and co-operative working; valuing diversity; inclusiveness; listening and openness; courtesy; mutual respect; respect for differences of opinion and people's rights to express these. (taken from National Inter-Faith website)
- 2.4. Objectives.** A combination of meetings and community engagement activities which deliver the vision and mission, supporting local initiatives to improve community relationships, working with other statutory and voluntary organisations in the Maidstone area.
- 2.5. Strategies.** Public events will be held on a regular basis and include a range of relevant topics to deliver the Network's mission above. Community engagement activities would be undertaken by linking with other local organisations currently involved in such projects to avoid duplication and enhance our efforts.

## 3. MEMBERSHIP

- 3.1.** MIFN shall have a membership, known as the Network, and a management committee, known as the Executive.
- 3.2.** Initially, the work of MIFN will be undertaken by all members who act in an individual capacity. Over time, as MIFN grows, nominations will be sought from the membership to join the Executive, which will then be subject to a vote by members.
- 3.3.** The Executive is elected by the Network at the AGM and should have the widest possible range of representation from the membership.
- 3.4.** Anyone who supports the aims of MIFN can apply to the Executive to become members. The Executive will keep an up-to-date membership list. The membership year runs from 1 April to 31 March. Membership fees are due on 1 April annually.
- 3.5.** The Executive may refuse or remove a person's membership of MIFN if they believe it is in the best interests of MIFN. The member has the right to be heard by the Executive before the decision is made and can be accompanied by a colleague.

#### **4. THE POWERS OF THE EXECUTIVE**

In order to carry out MIFN's aims, the Executive have the following powers:

- 4.1.** Raise funds, receive grants and donations.
- 4.2.** Apply funds to carry out the work of MIFN.
- 4.3.** Co-operate with and support other organisations with similar aims.
- 4.4.** The officers of the Executive will be as follows: Chair; Vice Chair; Secretary; Treasurer.
- 4.5.** Do anything which is lawful and necessary to achieve the aims of MIFN.
- 4.6.** If the Executive consider it is necessary to change the constitution, or wind up MIFN, they must call a Special General Meeting so that the membership can make the decision. The Executive must also call a General Meeting if they receive a written request from the majority of members. All members must be given 21 days notice and told the reason for the meeting. All decisions require a two thirds majority of those present. Minutes must be kept.
- 4.7.** Winding up – any earmarked funds must be returned to the contributor if possible, then any money or property remaining after payment of debts shall be given to an organisation with similar objectives to MIFN.
- 4.8.** Changes to the Constitution must be approved at an AGM or a specially convened meeting.

In due course the duties and responsibilities of the Executive will be set out in more detail.

#### **5. EXECUTIVE COMMITTEE MEETINGS**

- 5.1.** Notes shall be kept for every meeting.
- 5.2.** Treasurer's and Secretary's reports are to be submitted at each meeting.
- 5.3.** The Executive shall act by decision of the majority of those present at the meeting.
- 5.4.** The Executive will be made up of at least seven and no more than 12 members of the Network (actual number to be determined).
- 5.5.** A quorum of at least three Executive members is required in order to be able to take routine decisions. Important decisions require a quorum of five Executive members.
- 5.6.** To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to cast an additional casting vote.
- 5.7.** During the year, the Executive may appoint replacements for any retiring members and may also appoint up to two additional members.

#### **6. ANNUAL GENERAL MEETING (AGM)**

- 6.1.** The AGM will be held between 1 October and 30 November each year, with at least 21 days notice given to all members. The AGM must not be held during Ramadan.
- 6.2.** Minutes of the previous AGM must be distributed before the meeting for approval at the meeting.
- 6.3.** There must be at least seven Network members present at the AGM. Every member has one vote.
- 6.4.** The Executive shall present the annual report and accounts.
- 6.5.** All Executive members will then retire but may be re-elected. Officers cannot serve in one post for more than three years but could be considered for another officer post. This enables breathing space and wide representation. The outgoing Chairman will hand over the meeting to a nominated Network member to oversee the election of the incoming Chair.
- 6.6.** Any MIFN member may stand for election to the Executive.

- 6.7. The AGM shall elect the Executive committee, who must consist of a Chair, Vice Chair, Treasurer and Secretary and any other positions deemed necessary.
- 6.8. The Executive is best served by having broad representation of all faiths and beliefs in Maidstone.
- 6.9. The AGM will set the membership fees due the following April.

## **7. MONEY AND PROPERTY**

- 7.1. Money and property must only be used for MIFN's purposes.
- 7.2. The Executive must keep detailed accounts, which must be audited annually.
- 7.3. The Executive members cannot receive any money or property from MIFN, but reasonable out of pocket expenses may be submitted with receipts to the Treasurer for reimbursement.
- 7.4. Money must be held in MIFN's bank account. All cheques must be signed by two out of three authorised signatories.

## **8. REVIEW OF THE CONSTITUTION**

The Constitution will be reviewed annually to ensure it continues to meet the needs of MIFN as it develops and expands its work.

## **9. ADOPTION OF THE CONSTITUTION**

The Constitution was adopted by MIFN Members at their meeting on 19 August 2019.

Mrs Nicky Younosi, Chair  
Mr David Grant, Secretary  
Mr Peter Snell, Treasurer

on behalf of the Maidstone Inter-Faith Network