



MIGRANT ENGLISH PROJECT CONSTITUTION

1. Name of organisation

The name of the organisation shall be the Migrant English Project.

2. Aim

The Migrant English Project enables asylum seekers, refugees and other migrants to gain the vital skills and confidence to access mainstream services and to join in the life of our community.

3. Objectives

By creating a social space for people from different cultural backgrounds the Migrant English Project is set up to:

- Combat racism and xenophobia by demonstrating a tolerant and accepting attitude towards migrants
- Create a non-hierarchical structure, a welcoming and supportive atmosphere where everyone is treated the same
- Address the isolation and marginalisation and promote the inclusivity of migrants in Brighton and Hove by providing free English lessons, befriending, advocacy, advice, information and relevant referrals
- Provide volunteering opportunities and training for everyone attending the project to maximise individuals' participation and potentials
- Not discriminate on the basis of race, sex, disability, sexuality, age, or on the basis of political, religious or other opinions

4. Eligibility for membership

Membership is open to all volunteers and users of the service. Membership of the organisation is free and all volunteers and service users will automatically become members unless they indicate in writing to the secretary that they do not want to be.

5. Governance

The Migrant English Project values participation and involvement from everyone coming to the project. Governance is organised around the following components:

- A **Management Committee (MC)** of six members - chair, secretary, treasurer and 3

committee members who are part of at least one of the subgroups – meeting every two months and reporting to the general meeting. To reflect the egalitarian structure of the project chairing of meetings will be rotated among everyone attending the project. The secretary will be responsible for the taking of minutes and the distribution of all papers. The treasurer will be responsible for maintaining the accounts. The committee members will be elected annually at the Annual General Meeting (AGM); in the event of an officer standing down during the year a replacement will be elected by the management committee.

- **A number of sub-groups** - fundraising, outreach, volunteers' recruitment, cooking/washing up/ shopping, teacher support, welcome desk, computer support, teacher-student co-ordination, coordination, administration & resources, vulnerable and adults and child protection policy – which periodically report to the General Meeting (GM).
- **Open GM** will be held every 4/6 weeks. The meeting is open to every member and it will be advertised in advance to maximise attendance. Items for the agenda, or motions to the meeting, must be given in writing to the chair of the meeting no less than three days before the meeting.
- The GM and the MC have equal decisional and strategic power, however in more complex matters or when the GM does not agree on one issue or deliberation, Migrant English Project recognise that final decision will be made by the MC.
- The **AGM** which will be held within fifteen months of the previous one. All members will be notified in writing at least two weeks before the date of the meeting. Items for the agenda, or motions to the meeting, must be given in writing to the chair of the meeting no less than three days before the meeting. Nominations for the committee may be made at the meeting. The quorum for the AGM will be 10% of the membership or 20 members, whichever is the smaller number.

6. Rules of Procedure.

Policies:

The Migrant English Project aims to include and listen to everyone who participates in the project. To facilitate this process the organisation has following policies:

- Equal Opportunities
- Child and Vulnerable Adult Protection
- Health and Safety
- Sustainability Policy

Decision and voting system:

- The Migrant English Project values open and democratic discussion. Decisions are taken in an open and respectful manner. Only in cases where a decision cannot be agreed the voting procedure will be used.
- With the exception of changes to the constitution all questions that arise at any meeting will be decided by a simple majority of those present and entitled to vote. If the number of votes cast on each side is equal the chair of the meeting shall have an additional casting vote.
- Any motion must have a proposer and a seconder before it is discussed or voted on.

Resolving conflicts:

Conflicts between people attending the Migrant English Project should be resolved in an open and respectful manner; where necessary mediation will be used to resolve more complex issues.

7. Finances.

An account will be maintained on behalf of the project at a bank agreed by the committee. Signatories to the account will be officers of the project and each cheque will require 2 signatures. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each AGM. All money raised by the project will be spent solely on the objects laid out above.

8. Alterations.

Any alteration to the constitution shall require the approval of a two thirds majority of those present and voting at an AGM or a Special General Meeting (SGM).

9. Dissolution.

If a meeting, by simple majority, decides that it is necessary to close down the project it may call a SGM to do so. The sole business of this meeting will be to dissolve the project. At least 21 days notice will be given to members. If it is agreed to dissolve the project, all remaining money, once outstanding debts have been paid, will be donated to a local charitable organisation which will be agreed at the meeting which agrees the dissolution.

This revised constitution was adopted as the constitution of the Migrant English Project at a meeting held at Exeter Street Hall, 16-17 Exeter Street, Brighton BN1 5PG on 9th October 2023.

Signed: (Chair)

Print:

Signed: (Secretary)

Print: