

## **Association of Payroll Giving Organisations - Constitution**

### **Statutes**

The statutes of this Association are:

- To abide by the laws of England, Scotland, Wales and Northern Ireland.
- To abide by the Association's formal Code of Conduct for operation of the business of payroll giving fundraising.
- To abide by the Association's recognised standard of training for all staff employed in the operation of the business of payroll giving fundraising.
- To adopt the procedures as laid down by the Association.
- To abide by the Association's formal complaints and disciplinary procedure.
- To abide by the Association's administration procedure.

### **Our Aims**

1. To be the 'Voice and the centre of excellence on Payroll Giving within the UK.'
2. To increase awareness of Payroll Giving to both employers and employees.
3. To increase participation rates and donations to charities.
4. To engage with charities to develop payroll giving as a potential income stream.
5. To implement and uphold best practice amongst our members.
6. To disseminate best practice to non members
7. To increase understanding of the separate roles of the Professional Fundraising Organisations and the Payroll Giving Agencies.
8. To develop and engage with other professional bodies and non-profit making organisations in the future development of the Association.

## **1. Membership**

Those eligible for membership of the Association are defined as:

- a. Professional Fundraising Organisations defined by the Charities Act 1992 that promote Payroll Giving.
- b. Agency Charities who actively promote Payroll Giving
- c. Other professional organisations actively engaged in payroll giving
- d. Charities actively engaged in payroll giving
- e. Employers actively engaged in payroll giving

There are two categories of membership:

- Founder Members (with voting rights and influence on the setting up of the APGO)
- Full Members (with voting rights)
- Trial Members (without voting rights) – Members before acceptance as a full member.
- Associate Members (without voting rights)

Trial Membership shall be for a trading period of six months following acceptance as a Trial Member. References as appropriate will be asked for at the end of this period before a vote is taken by the Members for Full Membership.

## **2. Annual General Meeting**

An AGM will be held once each year, normally in May.

## **3. Receipts and Expenditure**

The funds of the Association including all membership fees shall be paid into an account in the name of the Association.

The Secretary or Chairman can sign cheques drawn on the account.

The funds belonging to the Association shall be applied only in furthering its objects as agreed by the members in accordance with this Constitution.

Membership fees shall not be refundable except on dissolution of the Association, unless otherwise agreed by the Members in accordance with this Constitution. In the instance of dissolution of the Association all monies after expenses will be distributed equally to current paid up members.

No money or property of the Association may be applied otherwise than for the benefit of the Association as a whole unless otherwise decided by the Members in accordance with the Constitution.

The Secretary/Treasurer shall keep full records and accounts of the financial affairs of the Association.

These will be available for inspection by any Member on reasonable prior notice.

A copy of the audited accounts will be distributed to each Member prior to the Annual General Meeting.

#### **4. Membership Fees**

Membership fees for the following year will be decided at the Annual General Meeting

#### **5. Chair of the Association**

The Chair is re-elected annually at the Annual General Meeting.  
The Chair is to be elected by a majority vote.

If the Chair is unable to attend a meeting, the meeting will be taken by the Secretary.

#### **6. Secretary**

The Secretary is appointed by the Members and works under the supervision of the Chair.

The Secretary is responsible for:

- The recording of each meeting and the production and distribution of minutes.
- The formatting and distribution of other documentation for the Association, as required by the Members.
- Revising and updating the Association's documents as required for presentation at meetings for approval.

The Secretary is also authorised to administer the funds on behalf of the Association.

#### **7. Voting Procedures**

Each member is entitled to one vote, to be cast by one representative from that organisation.

If a member is unable to attend a meeting, but wishes to cast their vote on a specific issue, another nominated member acting as their proxy may cast their vote. This is only applicable when the intention has been clearly notified to the proxy before the meeting. Such proxy representation must be noted at the start of the meeting.

A Member can vote via the Secretary in writing in advance of the meeting.

The Chair has one casting vote.

The Secretary is not entitled to vote.

A Quorum of members is defined as 40% of the current number of members.

## **8. Attendance at Meetings**

Member organisations are required to attend or send a representative to the Annual General Meeting and at least two other standard meetings in any year.

If these criteria are not met membership will be deemed to have lapsed and re-application will have to be made for membership.

Under extenuating circumstances a quorum of members can review the above and allow continuation of membership.

Each member organisation may attend with two representatives, but only one vote may be cast at each vote.

A representative (not being a Principal) of an organisation must be able to vote on behalf of that organisation. This vote will be binding.

Organisations and persons not members of the Association may attend meetings by invitation. Details of such representation must be passed to the Secretary in time for the Secretary to contact the Chairman and a Quorum of other Members for approval.

## **9. Complaints and Grievances**

The Association has two procedures for dealing with complaints:-

Procedure 1 - Internal complaints between members

Procedure 2 - Complaints made by organisations or individuals outside of the Association.

All complaints must be made in writing to the Secretary.

Depending on the nature of the complaint these will be either addressed and dealt with by the Chair or discussed at the next APGO meeting and a response will be made by the Chair.

## **10. Single PFO Agreements with Employers**

The agreement reached within our Association and clarified at the meeting held on the 16 May 2006 is that when a new addition is made to the list, that employer will not be approached by other members for a period of three months from the date of addition to the list. When contacting an employer on this list the organisation making the approach shall clearly state who they are and that the approach is not to make arrangement for a promotion but to inquire if the company are interested in changing their current Payroll Giving Fundraising Organisation.

When one member has set up an agreement with an employer and another member has pre-booked visits within that company then the agreement stands and the other member with the pre-bookings withdraws.

(The Single Agreement is an agreement between an employer and a Professional Fundraising Organisation.

This in general allows the PFO access to the employer's premises under arrangement made with management, subject to all requirements required by the employer.

All other members can request permission to promote within that company but the approach must be made at Head Office or at /National level.

This agreement applies only to members of the Association.

### **11. Reviewing and Revision**

The Constitution will be reviewed annually at the Annual General Meeting at which time revisions may be applied and a vote taken.