

WASPI Campaign 2018

Constitution

1. Name

The organisation is known as the WASPI Campaign 2018, hereafter referred to as the Campaign.

2. Aim

The aim of the Campaign is to achieve fair recompense for all women born in the 1950s who have been affected by the way in which changes to the State Pension age were introduced by successive governments during the period 1995-2011.

3. Composition

The Campaign is composed of local groups, across the UK, who support the Campaign purpose.

4. Membership

Membership is made up of Local Group Coordinators/Joint Coordinators, who represent the members of their local group. Voting will be on the basis of one vote per group.

5. Local Groups

- a. Local groups must have the same purpose as the Campaign and may additionally focus on meeting local needs. Local groups are self-organising and self-funding and operate within the purpose and Codes of Conduct of the Campaign.
- b. Local Group Coordinators/Joint Coordinators should join the Local Group Coordinators' Facebook page where information on the Campaign is available. They are encouraged to use the Facebook page to report on group activities and share other information.

6. UK Nations Organisation

- a. The nations are identified as England, Scotland, Wales and Northern Ireland.
- b. Each nation is made up of local Campaign groups covering specific localities or geographical areas.
- c. Local Campaign groups are encouraged to work together on a national/regional basis to deliver the Campaign purpose.
- d. Each nation will nominate a Local Group Coordinator to sit on the Steering Group as set out in Section 3 of the Standing Orders at Appendix 1.

7. Annual General Meeting (AGM)

- a. There will be an AGM held yearly. Meetings may be held digitally or in person.
- b. The AGM will be convened by the Steering Group, with members given at least three weeks' notice of the date of the meeting.
- c. Proposals should be submitted at least two weeks in advance of the meeting.
- d. An agenda and the full text of any proposals and discussion papers will be circulated at least seven working days in advance of a General Meeting, to allow local groups time to discuss. Minutes will normally be circulated two weeks after the meeting, or as soon as practicable.

- e. If both a Local Group Coordinator and Joint Coordinator cannot attend an AGM/EGM, they may send a substitute who must be a member of their local group.
- f. The AGM will receive a report from the Steering Group on the previous year's activity.
- g. The quorum for the AGM will be 20% of members.
- h. If fifteen minutes after the time appointed for a meeting a quorum of members is not present, the AGM shall stand adjourned. An alternative date for the AGM should be set by the Steering Group as soon as possible.

8. Decision Making and Voting Rights

Decision-making is by consensus of voting members where possible. If consensus cannot be reached, then a two-thirds majority vote of voting members present is required.

9. Meeting Arrangements

Given that the Campaign is a national organisation, frequent in-person meetings may not be possible. Therefore, members are encouraged to use technology to communicate remotely and allow maximum participation.

10. Steering Group

- a. The Steering Group is elected by the members at the AGM.
- b. The Steering Group consists of up to 12 members, including one designated representative each from England, Scotland, Wales and Northern Ireland, nominated by Local Group Co-ordinators in their respective nations, as set out in Section 3 of the Standing Orders at Appendix 1.
- c. The Steering Group is responsible for the day-to-day running of the Campaign and for the implementation of Campaign priorities.
- d. The Steering Group will elect a Chair, Treasurer and Secretary and allocate such other roles as may be required.
- e. The Steering Group may co-opt additional members, for a limited period, depending on requirements, in an advisory capacity without voting rights for a specific project, purpose, or area of expertise.

11. Extraordinary General Meeting (EGM)

- a. An EGM can be called by Local Group Coordinators representing a minimum of 10% of local groups by a request in writing to the Chair, or by the Steering Group for any urgent or emergency issues.
- b. An EGM must take place within four weeks of this request, or as soon as is practicable thereafter.
- c. Members must be given a notice period of seven working days.

12. General Meetings

The Campaign may hold a general meeting from time to time.

13. Steering Group Meetings

- a. A full Steering Group meeting is held at least four times a year.
- b. The quorum for the Steering Group is 5 members.

- c. If fifteen minutes after the time appointed for a Steering Group meeting a quorum of members is not present, those present shall not make decisions relating to policy or spending over £50. They may make recommendations which will be ratified by the next quorate Steering Group meeting.
- d. Decision-making at the Steering Group is by consensus of voting members if possible. If consensus cannot be reached, then a two-thirds majority of voting members present is required.
- e. Regular updates on the Steering Group's activities and decisions will be provided to Local Group Coordinators by email and via posts on the Local Group Coordinators Facebook page.

14. Amendment of Constitution

Changes to the constitution, or a decision to wind up the Campaign, must be confirmed at an AGM or EGM by a majority of those present and voting. Members must be given at least 5 working days' notice of the proposed changes to the constitution.

15. Money and Property

- a. Money and property must only be used for the organisation's purpose.
- b. The Steering Group must keep accounts. The most recent annual accounts can be seen by anybody on request.
- c. Steering Group members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.
- d. Money must be held in the Campaign bank account.
- e. All payments must be authorised by 2 members of the Steering Group.
- f. The Finance Policy at Appendix 1 must be adhered to at all times.

16. Dissolution

Dissolution of the Campaign will be proposed at an AGM or EGM and members must be given at least 5 working days of the dissolution proposal. Upon dissolution any assets held by the Campaign will be donated to an alternative and properly constituted pension campaign group or charity chosen by the Steering Group.

DATE OF ADOPTION OF CONSTITUTION AND SIGNATURES OF STEERING GROUP MEMBERS

This constitution was approved on 18th June 2021 at an online meeting of Local Group Coordinators and adopted on 18th June 2021 by the people whose names appear below. They will form the Steering Group with Pamela Judge and Catherine Williams until the first AGM, which will be held as soon as practicable.

Hilary Simpson
Dilys Jouvenat

Pat Molyneux
Jackie Gilderdale

Jane Jones
Elizabeth Stanley

APPENDIX 1

Financial Rules

Approved by the Interim Steering Group on 21st May 2021

1. General arrangements

- a. The Steering Group will be elected at the Annual General Meeting.
- b. The Steering Group is responsible for ensuring that the campaign is professionally managed, and all income is put to best use.
- c. We will keep appropriate financial records, including:
 - i. bank statements
 - ii. a record of all transactions
 - iii. details of all funds received
 - iv. invoices and other receipts for all payments.
- d. Our financial year ends on 31st March.
- e. We will draw up accounts at the end of the financial year and have them examined by a suitable person who is independent of the campaign.
- f. The annual accounts will be presented to the Annual General Meeting for approval.
- g. Before the start of the financial year, we will set a budget for the following year.
- h. A financial report will be received at each Steering Group meeting.

2. Bank account

- a. All bank accounts must be in the name of the organisation.
- b. No account may ever be opened in the name of an individual or individuals.
- c. New accounts may only be opened by a decision of the Steering Group, which must be recorded.
- d. Changes to the bank mandate may only be made by a decision of the Steering Group, which must be recorded
- e. A current account in the name of the WASPI Campaign 2018, is held with Barclays Bank, 90 Dalton Road, Barrow-in-Furness, LA14 1JH.
- f. All bank transactions will go through our current account.
- g. There will be at least three signatories to the account, one of which **MUST** be the Treasurer.
- h. Expenditure over £50 will be agreed by the Steering Group
- i. Blank cheques must **never** be signed.

3. Income

- a. Receipts will be issued for all income.
- b. When we receive cash at events, two members of the group will count up the cash, make a note of the total and sign for it.
- c. Details of all income received will be recorded.
- d. The treasurer will keep records relating to cheques and BACs payments (e.g. grant award letters or copies of receipts issued by the group).

4. Buying goods and services

- a. The Steering Group will agree payments in advance. This will either be shown in our annual budget or discussed at a meeting during the year.
- b. The treasurer will keep a file of all the paperwork and check invoices before making payments.

5. Payments by cheque, direct debit, bank transfer or debit card

- a. All payments must be supported by the appropriate paperwork and recorded.
- b. All payments and transfers must be authorised by 2 signatories.
- c. All payments over £50 (including BACS, debit card payments, standing orders and direct debits) must be agreed by the Steering Group.

6. Expenses

- a. Reasonable expenses may be paid to members of the Steering Group if incurred carrying out the duties of the Steering Group.
- b. All expenses will be agreed by the Steering Group prior to costs being incurred.
- c. All expenses will be paid via cheque or BACS.
- d. Receipts must be provided before any expenses are paid.

Appendix 2

Standing Orders

1. General Provisions

- a. All members of the Campaign as identified in Section 4 of the Constitution have full and equal rights to stand for election and to submit written proposals to an AGM or EGM.
- b. Each local WASPI group shall have one vote at an AGM, EGM or General Meeting, even if both Joint Co-ordinators are present.
- c. The Steering Group shall establish a deadline for the submission of proposals to the AGM/EGM which shall be no less than 14 days prior to the opening of the meeting, and a separate amendments deadline no less than 7 days prior to the opening of the meeting. Proposals and amendments require a proposer and a seconder.

2. Elections

- a. Candidates may self-nominate for election to the Steering Group, except in the case of the UK Nations Representatives who will be elected to the Steering Group via the process identified in Section 3 below.
- b. A nomination period will be advertised by the Steering Group in advance of the AGM or EGM, which will be open for no less than 14 days and will close 7 days before the start of the AGM or EGM. Candidates should indicate their areas of expertise and interest on the nomination form provided.
- c. Information on the skills/experience needed for the roles needed to deliver the Campaign purpose and priorities will be provided to all members.
- d. Each candidate will be invited to provide a written statement of a maximum of 250 words to be distributed with the papers for the AGM or EGM in advance of voting and posted on the Coordinators Facebook page.
- e. All elections will be held on a First Past the Post basis.
- f. If necessary, ballot papers will be issued to members on the morning of the AGM, which will list all the candidates.
- g. In the event of any dispute, the decision of the Chair shall be final.

3. Election of UK Nation Representatives

- a. There will be one Representative for each of the England, Scotland, Wales, and Northern Ireland nations, who will be elected on a First Past the Post basis by the Local Group Coordinators, on the basis of one vote per local group.
- b. All Local Group Coordinators are eligible to stand for election for a UK Nation Representative.
- c. Elections will take place at least 14 days before the date of the AGM and results provided to the Chair for inclusion in the AGM papers.
- d. The election will be managed by the Local Group Network Coordinator via the following process.

- i. All Local Group Coordinators will be asked to identify if they wish to stand for election as their respective UK Nation Representative.
- ii. In the case of the need for an election, the Local Group Network Coordinator will ask for supporting statements of no more than 250 words from each candidate and distribute these to eligible voters with a ballot paper.
- iii. Ballot papers must be returned within 7 days of receipt.
- iv. The Local Group Network Coordinator will inform the successful candidate, voters, and the Chair of the result.

4. Meeting Arrangements

a. Annual General Meeting (AGM)

- i. The AGM will be convened by the Steering Group, with members given at least three weeks' notice of the date of the meeting.
- ii. Proposals should be submitted at least two weeks in advance of the meeting.
- iii. An agenda and the full text of any proposals and discussion papers will normally be circulated seven working days in advance of a General Meeting, to allow local groups time to discuss. Minutes will normally be circulated two weeks after the meeting, or as soon as practicable.
- iv. If both a Local Group Coordinator and Joint Coordinator cannot attend an AGM/EGM, they may send a substitute who must be a member of their local group.

b. General Meeting

- i. General Meetings will be convened by the Steering Group, with members given at least three weeks' notice of the date of the meeting.
- ii. If a group wishes to make a proposal to the General Meeting, they should normally send at least one coordinator to the meeting to explain and answer questions on their proposal.
- iii. Proposals should normally be submitted at least two weeks in advance of a General Meeting.
- iv. An agenda and the full text of any proposals and discussion papers will normally be circulated seven working days in advance of a General Meeting, to allow local groups time to discuss. Minutes will normally be circulated two weeks after the meeting, or as soon as practicable.

c. Steering Group Meetings

- i. Details of these meetings will be notified to all Steering Group members at least two weeks before the meeting. Steering Group members can submit items for discussion. A report of the full Steering Group meeting will be distributed within 2 weeks of the meeting.
- ii. The agenda for Steering Group meetings will be circulated to all Steering Group members. Minutes of meetings will be sent to all Steering Group Members.

5. Steering Group Officers and Roles

a. Officers

i. Chair

The Chair will be the official spokesperson for the Campaign. The Chair will chair all meetings of the Steering Group, general meetings, AGM, EGM, and associated events. In the absence of the Chair the members in attendance at the meeting will nominate a substitute to chair the meeting. The Chair shall hold casting vote at all meetings.

ii. Treasurer

The Treasurer will be responsible for the upkeep and maintenance of the Campaign bank account and all expenses, for keeping the Steering Group informed of the financial position of the Campaign, and for providing a financial breakdown and audit to the AGM, and EGMs. The Treasurer will also be responsible for producing a budget for the activities of the Campaign.

iii. Secretary

The Secretary will act as secretariat to the Steering Group, handle correspondence, and liaise with the chairperson to organise meetings and appropriate paperwork.

b. Roles

Steering Group roles may include the following. This list may be amended from time to time depending on the needs of the Campaign.

iv. Local Group Network Coordinator

The Local Group Network Coordinator will be responsible for coordinating UK Nations Representative elections and will be responsible for regular communications with Local Group Coordinators.

v. Public Relations

The Public Relations Coordinator will be responsible for placing positive stories about the WASPI Campaign 2018 in the national media and for working with the Local Group Coordinators to place positive stories in their local media. The Public Relations coordinator will be the main point of contact for media enquiries via the website. She will work closely with the Chair and other Steering Group members and Local Group Coordinators as appropriate.

vi. Fundraising

The Fundraising Officer shall be responsible for securing funding for the activities of the Campaign. They will liaise with the Treasurer to set targets and seek to secure donations and additional income streams.

vii. Social Media Co-ordinator

The Social Media Co-ordinator will manage the Social Media Team, allocating roles to ensure all aspects of the Campaign Social Media Platforms are covered and have a high profile.

viii. Trade Union Liaison Officer (TULO)

The TULO will be responsible for maintaining a good relationship with trade unions. The TULO will keep the Steering Group and members up to date with current campaigns and aims of the Trade Unions. The TULO will encourage members to get actively involved with their local Trade Unions and will develop ways for Trade Union members to actively get involved in the Campaign.

Appendix 3

Local Group Coordinators' Code of Conduct and Maintaining Standards

Code of Conduct

Whilst it is recognised that everyone involved in the campaign is a volunteer, there is a need to ensure that appropriate standards of behaviour are adhered to. The following Code of Conduct applies to all Local Group Coordinators.

Local Group Coordinators will:

1. Operate in accordance with the guidelines outlined in the 'Forming a Local WASPI Group' guide.
2. Ensure group membership is consistent with WASPI aims.
3. Seek to promote the aims of the Campaign in their activities.
4. No Local Group Coordinator should be a moderator, administrator or founder of an alternative pension related group.
5. Honour the confidential nature of posts on the Coordinators' Facebook page. This means only copying posts when either permission is given or when it is expressly asked for in the post. Good practice for media-related posts is to copy the address directly from the link site.
6. Operate a zero-tolerance approach to bullying and operate in an inclusive way to all members.
7. Maintain the political neutrality aspect of the Campaign. WASPI seeks the support of members and MPs of all parties. WASPI Members and coordinators are free as individuals to support whichever political party they wish but their actions should not imply WASPI support. The WASPI logo should not be used on party political material.

Local Group Coordinators must present the campaign in a positive light and not bring the Campaign into disrepute. Concerns about WASPI actions, aims and operating processes are best dealt with by contacting a member of the Steering Group in the first instance.

Maintaining Standards

Background

All of those involved in WASPI in any role are volunteers, willing to give of themselves, their time and other resources in pursuit of a positive outcome for 1950s women affected by the changes to the state pension law. This in itself is to be celebrated and the lengths individuals have gone to and the uncomfortable situations they have been prepared to face has been a credit to them and their commitment to this issue.

The important work done at local level is vital to the success of the Campaign. We are all committed to high standards of behaviour as laid out in the Code of Conduct which all WASPI Coordinators agree to follow.

What happens when things go wrong?

It is reasonable that if a member, another coordinator, or the committee has a concern about the activities of a Local Group Coordinator that the concern should be dealt with in a proper manner. This process needs to be fair and transparent but also respect confidentiality of the person who has concerns and the person the concern is about.

Process for concerns

If an individual group member, Local Group Coordinator or supporter of WASPI has concerns about a Local Group Coordinator they should send an email to waspigroupnetwork@gmail.com If the individual has evidence which has caused the concern this should be included. The concern should also identify the location of the group - preferably in the subject line. Gossip and innuendo will not be considered.

Once a concern has been received a panel will be formed. The panel will be made up of a minimum of three members drawn from the Standards Panel. The Standards Panel is made up of Local Group Coordinators who are very clear about WASPI aims and familiar with the Codes of Conduct.

Each panel will consist of volunteers who are located in an area of the country away from the area where the individual is based and who are not close friends with any of the people involved. The panel will go through the following steps.

1. Consider the concern, reviewing any evidence sent as part of the email. The panel will decide if the concern raised is a Code of Conduct issue.
2. If it is not, a reply will be sent to the person explaining why their concern will not be considered further.
3. If it is determined that there may be a cause for concern a notification will be sent to the Local Group Coordinator, outlining the concern, and inviting them to comment. The person who raised the concern will not be named but the nature of the concern will be discussed.
4. The panel will decide if they have sufficient information to make recommendations. Further investigation may be necessary, and it is for the panel to decide what they need to be able to make sound recommendations. This could, for example, include permissions to temporarily join the group's Facebook page or simply look on Twitter.
5. The recommendations identified by the panel will be made to the WASPI Steering Group.
6. The Local Group Coordinator is informed by the panel and necessary processes instigated by the WASPI Steering Group. A summary is prepared and the individual raising the concern informed. A simple statement which does not go into detail but explains the situation may be sent to the members of the local WASPI group by the panel.
7. If the individual feels they have been dealt with unfairly or there is evidence the individual believes the panel have not considered, they may appeal. Another team will form - this may include Local Group coordinators who are not normally panel members. This team will

consider the evidence and any new information and follow the process from point 5 to point 6.

Range of recommendations

The concern may for example indicate support is needed for the individual to be able to complete some aspect of the role. Other cases may be so severe and the potential outcomes so negative that the Panel recommend the individual is removed from the role.

1. No further action needed. Concerns may be raised over a single mistake or a misunderstanding. We are all human and if the issue has been rectified or the misunderstanding clarified then no further action will be necessary.
2. Support. The panel may identify an area where support may be offered and perhaps possible sources of support. Support may take the form of mentoring.
3. Development needs identified.
4. Formal warning.
5. Temporary removal from the role of Group Coordinator.
6. Expulsion from the Campaign.

This is not an exhaustive list; the panel may identify alternative resolutions.