RIC Constitution Discussion Paper (final draft)

Orig. Clause	Existing Constitution	2021 Proposed Draft (changes in bold)	Aberdeen Proposed Draft
1	Purpose. Radical Independence Campaign Scotland (RICS) is a campaigning organisation working for democracy, social justice, environmental sustainability and peace. RICS believes that these aims can best be met in an independent Scotland, and campaigns in accordance with five founding principles.	Purpose: Radical Independence Campaign (RIC) is a campaigning coalition working for democracy, social justice, environmental sustainability and peace. RIC believes that these aims can best be met in a Scottish republic based on the sovereignty of the people and as part of a wider internationalism from below movement.	Keep original text; remove proposed changes. Also: if 'RIC' is preferred to 'RICS,' then edit the first sentence to read: "Radical Independence Campaign Scotland (referred to below as RIC) is"
	Rationale for Aberdeen Proposal:	 An organisation's purpose should be as straightforwar Adding jargon from specific political traditions will alie The draft text includes unnecessary repetition of 'reput 	·
	We stand for a Scotland that is: a) For a social alternative to austerity and privatisation b) Green and environmentally sustainable c) A modern republic for real democracy d) Committed to equality and opposition to discrimination on grounds of gender, race, disability, sexuality or age e) Internationalist and opposed to war, NATO and Trident	[The 5 principles are included under 'composition']	Keep original text.
	Rationale for Aberdeen Proposal:	 RIC's 5 principles are part of its purpose, so should be included under 'purpose,' not 'composition.' Much activism is focused on what we're against. Part of RIC's strength is focusing on what we're for. The 5 principles don't make sense grammatically without the sentence, 'we stand for a Scotland that in the sentence of the sentence of	
2	Composition. RICS is composed of individual members, local autonomous RIC groups (local groups), and affiliated groups. As of April 2015, this includes the following: [local and affiliated groups listed]	Composition: RIC is composed of Individual Members, Local Groups and Affiliated Groups who agree to RIC's 5 principles: [5 principles as above]	Move 5 principles to Point 1 (rationale above). We agree with the new draft that listing active groups is not necessary.
3	National Membership. To become a member of RICS, a person must agree with the five principles listed above. Membership may be cancelled by the individual at any time. Members may use pseudonyms if they wish.	Individual Members All Individual members: a) subscribe to RIC's 5 principles.	Keep new text.

	a) Membership is free of charge. Individuals may choose to make a one-off or recurring donation, but financial contribution does not confer additional status. Records of donations will be kept separate from membership records.	b) pay an agreed minimum annual subscription	b) may make donations to RIC;
	Rationale for Aberdeen Proposal:	 Membership fees are a barrier to participation, creating unnecessary division and going against our values of equality, democracy and self-determination. The 'pay to play' mindset is a throwback to landlord capitalism. Huge effort is required for administration of membership fees; voluntary donations are more sustainable. It's against the principle of autonomy to remove local groups' choice of whether to charge membership fees. 	
3	b) Membership is normally required to take part in national coordination teams, working groups, National Forums and AGMs. Membership may not be required for involvement in local RIC groups, as decided by the local group. c) Involvement in a local group is not required for membership. However, a member who wishes to attend a National Forum will normally require endorsement from their nearest local group, and will count as one of the group's delegates. d) Membership information will be stored securely in accordance with the Data Protection Act, and further by a more robust RICS Data Security and Privacy Clause, to be developed in 2015. The list will be accessible to the secretarial team only. Under no circumstances will the membership list be made public.	c) are encouraged to join local RIC groups d) can attend and speak at AGMs in a non-voting capacity and National Forums e) receive minutes of national AGMs and National Forums and notification of all national activities	c) can take part in local groups, working groups, etc; d) can attend and speak at national meetings in a non-voting capacity; e) will receive minutes of national meetings and notification of national activities; e) may cancel their membership at any time. f) Membership data will be stored securely in accordance with relevant data protection laws. Under no circumstances will the membership list be made public or shared with any other organisations.
	Rationale for Aberdeen Proposal:	 Overall, we support 'streamlining' these points as much as possible, while retaining clarity and precisions. 3c is unclear (encouraged how? By whom?) 3d and 3e are poorly worded. It's important to have a clause that members can cancel their membership, and one on data security. The details of data storage (from the original text) are not necessary for the constitution. 	
4	Local Autonomous RIC Groups. Local groups will have the same aims and founding principles as RICS, and may be focused on meeting local needs. a) Local groups will be self-organising and self-funding.	Local Groups a) are autonomous b) are made up of individual members in their areas	4) Local Groups have the same aims and founding principles as RIC, and may also focus on local issues. All local groups: a) are autonomous, self-organising and self-funding;

	For example, they may have formal membership or not, and may levy a membership fee or not, as they choose.	c) can involve others beyond their individual members d) submit their members' names to the Secretary for their existence to be recognised at the next National Forum as a nationally participating group e) raise their own funds f) can send motions to the AGM and National Forums g) can send 2 voting delegates to AGMs and National Forums h) should send Local Group reports to National Forums i) can host local wider Conferences inviting other Local Groups and Individual Members to participate j) can have notification and reports of their activities posted on the national blog	b) comprise individual members in their areas, and non-RIC members at their discretion; c) should send reports on their activities to National Forums and AGMs; d) can send two voting delegates to National Forums, and four to AGMs; e) can send motions to National Forums and AGMs; f) can contribute to the RIC website and social media channels, directly or through syndication.
	Rationale for Aberdeen Proposal:	 It's important to be clear about the purpose of local R If local groups are autonomous, they are free to keep unclear what 4d actually means, or why it's necessary We assume 4g is a typo. The original agreed number of 4i is irrelevant and overly specific. If local groups are a There is no national 'blog.' There is a website, and the 	their own membership lists, or not, as they choose. It's of delegates was 2 for National Forums, and 4 for AGMs. autonomous, they can organise whatever they like.
-	[there was no provision for virtual groups in the 2015 constitution]	5. Virtual Groups a) Individual Members in remote areas can constitute themselves into a Virtual Group using on-line communication. They can then submit their members' names to the Secretary for their existence to be recognised as a nationally participating group at the next National Forum b) Virtual Groups have the same rights as Local Groups.	5) Virtual Groups. Individual members in remote areas, or sharing common interests, can constitute as a virtual group with the agreement of the National Forum. Virtual groups will have the same rights and responsibilities as local groups. Where local groups are referred to below, this includes virtual groups.
	Rationale for Aberdeen Proposal:	 As discussed at National Forums, geography is not the Given that virtual groups have the same rights as loca that status. It is up to the virtual groups themselves w 	I groups, it must be up to the National Forum to confer

5	Affiliated Groups. Affiliated groups may be political parties or other campaigning organisations that support RICS's aims and founding principles. a) Affiliated groups can be admitted with agreement of the National Forum. All affiliated groups will pay a £50 annual fee.	 a) subscribe to RIC's 5 principles and pay £50 annual affiliation fee b) can send 1 motion to the AGM and to National Forums c) can send a voting delegate to the AGM and National Forums and a non-voting delegate when a specific proposal is being raised d) can hire a stall at AGM and National Forums for £10 and at National Conferences for £25 (these sums can be modified at National Forums but should be no more half of stall hire to non-affiliated organisations). e) can have a link for their group on the National Blog 	 6) Affiliated Groups. Affiliated groups may be political parties or other campaigning organisations that support RIC's aims and founding principles. All affiliated groups: a) can affiliate with the agreement of a National Forum; b) must pay an agreed annual fee (currently £50); c) can send one voting delegate to National Forums, and two to AGMs; d) can send motions to National Forums and AGMs, along with an additional, non-voting delegate to present them; e) will be listed on the RIC website and linked on RIC social media channels. 	
	Rationale for Aberdeen Proposal:	 It's important to be clear about what kinds of groups may affiliate. In 2015, there was unanimous agreement, for example, that profit-making companies should not be allowed to affiliate. If Local and Virtual Groups must be accepted at National Forums, so must Affiliated Groups. The original constitution gave affiliated groups 1 voting delegate at National Forums and 2 at AGMs. While RIC public events often invite stall-holders, there is no reason for outside organisations to have stalls at organising meetings. Even if there were a good reason, it is not appropriate subject matter for a constitution. 		
6	National Forum & Annual General Meeting. The National Forum will be the general decision-making body. There will also be an Annual General Meeting (AGM).	6. The National Forum [mis-numbered] a) The National Forum will be the general decision making body	7) National Forum & Annual General Meeting (national meetings). The National Forum will be the general decision-making body of RIC. There will also be an Annual General Meeting (AGM).	
	a) Local groups are each entitled to send two delegates with decision-making powers to each National Forum. Affiliated groups may send one delegate with decision-making powers to each National Forum. An additional non-decision-making delegate may be sent where a	b) The National Forum will receive reports from the Secretary, Treasurer, Local Groups and Working groups, approve their activities, and discuss issues proposed by Local Groups, Affiliated Groups or Working Groups	a) The National Forum will normally meet every other calendar month, in rotating locations. Normally no city should host more than two National Forums per year. Dates and locations for the year's National Forums will normally be decided at the AGM.	
	group has made a proposal to the Forum. b) Any RICS member and any representative of an affiliated group may attend the AGM. Four delegates from each local group and two delegates from each	c) All members will be notified of the dates and location (general area) of the annual cycle of bimonthly National Forum meetings to be decided at the AGM	b) An Interim National Forum may be held in exceptional circumstances, when agreed by consensus or 2/3 majority of delegates at the previous National Forum. This may be done over email if necessary.	
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	affiliated group will hold decision-making powers on behalf of their group.	d) Additional National Forums can be arranged by prior National Forums or by a submission to the Secretary from 5 Local Groups	c) The AGM will normally be held once per calendar year, ten to fifteen months since the previous AGM, normally on the date of a National Forum. The National
	c) It is up to each local group to decide who from their group attends each National Forum, who will hold decision-making powers at the AGM, and who may join	e) Proposals should normally be submitted two weeks in advance of a National Forum.	Forum will decide on the date and location of the AGM at least two months in advance.
	national coordination teams (see Point 14), in accordance with their local decision-making processes.	f) An agenda and the full text of proposals and discussion papers will normally be circulated ten days	d) Any RIC member or delegate of an affiliated group may attend national meetings in a non-voting capacity.
7	Decision-making section moved to page 10.	in advance of a National Forum, to allow local groups time to discuss. g) [decision-making will be addressed below] h) The National Forum Chair is chosen by the previous	e) Each local group will decide which of their members will hold voting powers at national meetings, in accordance with their local decision-making processes.
8	National Forum: Frequency. The National Forum will normally meet every other month.		f) All national meetings will allow remote participation. g) Proposals should normally be submitted two weeks
	a) Locations for National Forum meetings will rotate around Scotland. Normally no city should host more	i) The National Forum can organise wider National Conferences	in advance of a National Forum, and four weeks in advance of an AGM.
	than two National Forums per year. b) Dates and locations for the year's National Forums will normally be decided at the AGM.	Comercines	h) An agenda and the full text of proposals and discussion papers will normally be circulated ten days in advance of a National Forum, and three weeks in advance of an AGM, to allow groups time to discuss. Minutes will normally be circulated one week after.
			i) The facilitator for each national meeting will be decided at the previous one.
	Rationale for Aberdeen Proposal:	 above, we emphasise the importance of clarity and lo The original 8a (rotating National Forums between loc equitable. This has been removed in the draft text; we '5 local groups' calling an extra National Forum seems etc. Any additional National Forums should be agreed We feel it's important to keep the clause on how voting 2020 has taught us that all meetings must have the poor 	same, so should be combined (as in the original text). As gical organisation for accessibility. cations) makes hosting and attending meetings more e feel it should be kept. arbitrary, especially given shifting numbers of groups in the usual way, whether at a meeting or over email. and delegates are selected by local groups(6c).
9	National Forum: Content. Each National Forum will include brief verbal or written updates from local groups on their activities, brief written updates from	-	8) Details: National Forum. Each National Forum will include: a) brief verbal or written updates from local groups and

	coordination teams and working groups, and discussion of proposals from local groups and affiliated groups. Coordination teams and working groups may also propose agenda items. a) If group wishes to make a proposal to the National Forum, they should normally send at least one delegate to the Forum to explain and answer questions on their proposal. b) Proposals should normally be submitted two weeks in advance of a National Forum.		working groups on their activities; b) discussion of proposals from local groups, affiliated groups and working groups.
	c) An agenda and the full text of proposals and discussion papers will normally be circulated ten days in advance of a National Forum, to allow local groups time to discuss. Minutes will normally be circulated one week after.		
	d) The documents above will be circulated to an email list including all individual members, local groups and affiliated groups.		
11	Annual General Meeting: Frequency. The AGM will normally be held once per calendar year, ten to fifteen months since the previous AGM, normally on the date of a National Forum. The National Forum will decide on the date of the AGM at least two months in advance. Annual General Meeting: Content. The AGM will review annual reports from coordination teams and working groups, approve accounts, and discuss matters of strategic importance, as proposed by local groups or affiliated groups. It will also be able to amend the constitution.	 7. Annual General Meeting a) The AGM will normally be held once per calendar year, ten to fifteen months since the previous AGM, normally on the date of a National Forum. It has the same powers as a National Forum. The National Forum will decide on the date of the AGM at least two months in advance. b) Proposals for the AGM should normally be submitted at least five weeks in advance. An agenda, proposals and discussion papers will normally be circulated one month in advance. 	 9) Details: Annual General Meeting. Each AGM: a) will review annual reports from working groups; b) will approve accounts; c) will discuss matters of strategic importance, as proposed by local or affiliated groups; d) may amend the RIC constitution.
	a) Proposals for the AGM should normally be submitted at least five weeks in advance. An agenda, proposals and discussion papers will normally be circulated one month in advance.	An alexand	
	Rationale for Aberdeen Proposal:	As above.	

		c) In addition the AGM will: i) review annual reports from the Secretary, Treasurer, Local Groups and Working Groups, approve accounts, and discuss issues proposed by Local Groups, Affiliated Groups or Working Groups. It will also be able to amend the constitution.	[Specific roles will be dealt with below. As with decision-making, it should be discussed fully in its own section, rather than being lumped in with AGMs]
		ii) elect four office bearers - the Secretary, Minutes Secretary, Treasurer and Blog Coordinator. When the Secretary, Minutes Secretary or Treasurer is unable to attend an AGM or National Forum they should arrange a replacement.	
		Failure to attend two National Forums or to arrange a replacement at any National Forum will lead to the election of a replacement office bearer at the National Forum. The Blog Coordinator need only attend a National Forum if there is a specific request to do so.	
		d) Nominations for office bearer posts to be sent to the Secretary 7 days in advance of the AGM	
		[e-h: specific roles & process for approving minutes] i) The AGM Chair is chosen by the previous National	
		Forum.	
	Rationale for Aberdeen Proposal:	Details of specific roles do not belong in the AGM section a constitution. If folk decide to keep the latter, it be	
12	Emergency General Meetings. The National Forum will be able to call an Emergency General Meeting (EGM) at any point by consensus or two-thirds majority. An EGM will have the same powers as an AGM. Any local group may propose that the National Forum calls an EGM.	[There is no specific section for EGMs, but 6d says: Additional National Forums can be arranged by prior National Forums or by a submission to the Secretary from 5 Local Groups.]	Keep original text (it will become Point 10).
13	New Local Groups. If a new local RIC group is established, the National Forum will make a decision on whether it can constitute an official group. Factors such as size and existing nearby groups may be taken into account.	-	The original text seems repetitive; we're happy to remove it.

National Coordination Teams & Working Groups. RICS will have several coordination teams (teams) to handle the day-to-day tasks of the organisation, and several issue-based working groups to develop campaigns in line with the five founding principles.

14

- a) Both coordination teams and working groups will be self-organising. Teams will have autonomy to carry out decisions made at the National Forum and AGM. Working groups will have autonomy to progress campaigns agreed at the National Forum and AGM.
- b) Both coordination teams and working groups will be responsible for submitting reports to each National Forum, and an annual report to the AGM. Regular reports to the National Forum should comprise a brief overview of activities, and annual reports should be more in-depth. All reports should be written in accessible language.
- c) Both teams and working groups will have the power to propose agenda items for the National Forum, including proposing additional teams or working groups (for example to run specific campaigns). In this case, a representative from the team or working group should attend the National Forum to explain the proposal.
- d) Where relevant, teams and working groups will work together on common aims, and will support local groups where requested (for example, flyer design, skill-shares, etc).
- e) Given that RICS is a national organisation, frequent in-person meetings may not be possible. Therefore coordination teams and working groups are encouraged to use technology to communicate remotely and allow maximum participation.
- f) Initial teams and working groups will be established at the 2015 AGM, where local groups will be invited to put forward members for teams and working groups.

- 8. Working Groups
- a) The National Forum can form Working Groups.
- b) The composition of each Working Group to be decided by the National Forum
- c) Working Groups should provide reports of their activities to each National Forum
- d) Working Groups can be for:
- i) Internal Tasks (e.g. drawing up constitutional amendments, presenting a strategy paper. Their written suggestions are designed to facilitate discussion and are open to amendment by any Local or Affiliated Group)
- ii) Activities, e.g. media and communications, fund raising, Safer Spaces
- iii) Projects., e.g. organising National Conferences
- iv) Themes, e.g. Catalan solidarity, Housing, Land Reform

13) Working Groups. RIC will have several standing Working Groups to handle operational tasks, as listed below. Additional working groups may be established at a national meeting to organise specific projects, focus on specific themes, etc.

All working groups:

- a) comprise members from at least three local groups;
- b) are autonomous and self-organising;
- c) will select at least two convenors, to be confirmed at a national meeting;
- d) will submit reports to each National Forum, and an annual report to the AGM;
- e) can propose agenda items for national meetings.

Standing working groups include:

- f) Media Working Group: will maintain national social media accounts, maintain the RIC website, collect content from local groups, create national promotional materials, leaflets, press releases, etc, and handle media enquiries.
- g) Safer Spaces Working Group: will deal with violations of the Safer Spaces policy. Reports to the National Forum and AGM will contain suitably anonymised summaries of any concerns raised and action taken.

	Rationale for Aberdeen Proposal:	Certain areas require more than one or two people to manage effectively. Working groups were mentioned in the draft, but only vaguely. We have updated the 2015 text for clarity and simplicity.	
15	Oversight. The National Forum will have oversight responsibility for coordination teams and working groups. Members and local groups will have access to all reports for scrutiny.	-	Keep original text (it will become Point 14).
	Rationale for Aberdeen Proposal:	As discussed at length, accountability is extremely implied.	portant.
	Original points 16-23, and 25-26 have been moved to the	Appendix, as they are not being discussed at this stage.	
24	Powers. RICS will have the power to raise funds, hold assets, open bank accounts, enter contracts, sue and be sued, hire staff and engage in such activities as are necessary to further our aims and principles.	-	15) Powers. RIC will have the power to raise funds, hold assets, open bank accounts, enter contracts, and engage in such activities as are necessary to further our aims and principles.
	Rationale for Aberdeen Proposal:	It's important to include details about the powers of the organisation. This should not have been removed.	
27	Safer Spaces. RICS's Safer Spaces policy will apply to all meetings and activities at national level, including online discussions on social media or by email: Violent, threatening, or deliberately offensive behaviour is not acceptable and will not be tolerated by the Radical Independence Campaign (RIC). Individuals who engage in these behaviours will be excluded from our gatherings and online discussions. a) A full text version of the Safer Spaces policy is available on the RICS website. b) The Safer Spaces team will have responsibility for dealing with any Safer Spaces issues that arise. If a member of the Safer Spaces team is involved in a local group, coordination team or working group where an issue arises, that member will not be involved in	9. Safer Spaces See accompanying notes. [no notes were circulated]	Keep original text (it will become Point 16)
	dealing with the issue. c) At the guidance of the Safer Spaces Team, the National Forum or AGM may cancel a person's membership at any time if they are found to have seriously or continually violated the Safer Spaces Policy.		

	Rationale for Aberdeen Proposal:	It's important to include the Safer Spaces policy in the constitution.	
7	Decision-Making. Decision-making at the National Forum and the AGM will be by consensus of decision-making delegates. If consensus cannot be reached, then a two-thirds majority of decision-making delegates will be required. Contentious proposals may be deferred to the next National Forum to allow more time for discussion and clarification.	6. National Forum [discussed above] g) Voting is by a simple majority. Any dissenting Local Group or Affiliated Group can express this dissent in the Minutes and by taking their own action/non-action on their own name.	11) Decision-Making. Decision-making at the National Forum and AGM will be by consensus of voting delegates present. If consensus cannot be reached, then a two-thirds majority of voting delegates will be required. Contentious proposals may be deferred to the next National Forum to allow more time for discussion and clarification.
	a) If a local group cannot send delegates to a National Forum or AGM but wishes to contribute to the discussion, they may send a brief statement with their		a) For National Forums, voting delegates comprise up to two members from each local group, and up to one delegate from each affiliated group.
	views on a proposal or an issue. Statements will then be read out by the meeting's convenor, and if relevant will count as a group's decision in the event of a vote.		b) For AGMs, voting delegates comprise up to four members from each local group, and up to two delegates from each affiliated group.
			c) If a local group cannot send members to a National Forum or AGM, they may send a brief statement with their views on a proposal or an issue. Statements will then be read out, and if relevant will count as a group's decision in the event of a vote.
 'Simple majority' voting is hierarchical and fundamentally oppressive radical movement, we must focus on cooperation and collective decision of competition leads to power struggles, alienation and result in 2013-15, RIC made decisions by consensus. The 2/3 majority clause making amidst time constraints. If at least 2/3 of a group can't agreed that it is a shown by the 2015 AGM notes, and in countless examples from a leads to more inclusive decision-making and better decisions. Someone claimed that '25% of the group can hold everyone else how this incorrect maths, but it highlights a mindset of competition and allies working together for a common purpose. Otherwise, what's the weoppose first past the post in our electoral systems. It has no place. 		d collective decision-making. nation and resentment, and shuts down discussion. If majority clause was added to allow faster decision- oup can't agree on something, it needs more work. It may be a something of the world, consensus ecisions. It is a something of the world, consensus erisions. It is a something of the world of the	
	The original constitution had no material on specific	7. Annual General Meeting [discussed above]	12) Specific Roles. RIC will decide, by consensus, on
	'office bearers' etc.	[] When the Secretary, Minutes Secretary or Treasurer is unable to attend an AGM or National Forum they should arrange a replacement. Failure to attend two National Forums or to arrange a	two or more individual members, from different local groups, to fulfil the roles below. This process will normally take place at the AGM, but may also take place at a National Forum where necessary.

		replacement at any National Forum will lead to the election of a replacement office bearer at the National Forum. The Blog Coordinator need only attend a National Forum if there is a specific request to do so	a) No individual will hold the same role for more than three years.b) If a pair is struggling to carry out a role, the National Forum may appoint another person to help them.
		d) Nominations for office bearer posts to be sent to the Secretary 7 days in advance of the AGM	c) In exceptional circumstances, the National Forum may ask an individual to step down from their role.
		e) The Secretary is responsible for drawing up meeting agendas, all outside internal and communications, except for minutes of meetings. The Secretary shall make a report of all correspondence to the next	d) Co-Secretaries: responsible for drawing up meeting agendas, circulating materials to members, maintaining the RIC email list, conducting routine communications.
		National Forum. f) The Minutes Secretary circulates the draft minutes	e) Co-Minutes-Secretaries: responsible for taking and circulating minutes for national meetings.
		to all those attending National Forum meetings and the AGM within 7 days. There will be further 5 days in which amendments can be made. The amended version will be circulated to members within a further 5 days. Any disagreement over minutes to be resolved at next National Forum.	f) Co-Treasurers: responsible for keeping financial records, reporting all income and expenditure to national meetings, paying invoices for expenditure approved by the National Forum, and collecting membership fees from affiliated groups.
		g) The Treasurer will be responsible for opening and running the RIC bank account and for providing an upto-date statement at each National Forum and AGM	g) Co-Treasurers will have the power to sign cheques (or electronic equivalent) on behalf of RIC, for expenditure agreed in advance at a national meeting. All cheques must be signed by both co-Treasurers.
		h) The Blog Coordinator is responsible for posting national RIC activities, and for posting nationally relevant activities from Local Groups.	Alternatively: if consensus on pairs cannot be reached, we would suggest (at the bare minimum) that each role should have an approved deputy.
	Rationale for Aberdeen Proposal:	anyone who cannot make a large commitment of time hours or with caring responsibilities, etc). Limiting the	es against our values of democracy and equality. Inteers to operate without support. This model excludes and energy (e.g. disabled people, those working long number of key roles inevitably limits diversity. In themselves is profoundly undemocratic. Accountability the National Forum. It is when no one carries out key tasks. It also does not the es non-attendance. It is more appropriate for a team to look
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Appendix: 2015 Constitution Clauses being Removed

- **16. Coordination Teams: Details.** Teams will be self-organised, and may be established or dissolved by the National Forum or AGM. Initially, teams will include:
- a) Facilitation & Events Team: to organise & provide a chair for each National Forum and AGM; provide organisational help and facilitation for local groups as requested; collect information about venues, etc.
- b) Finance & Fundraising Team: to keep records of RICS's accounts; pay invoices for expenditure approved by the National Forum; collect membership fees from affiliated organisations; organise national fundraisers; apply for grants and other funding; advise local groups on fundraisers as requested; etc.
- c) Secretarial Team: to collect and distribute proposals; provide a note-taker for each National Forum and circulate minutes afterwards; maintain main RICS e-mail account; maintain e-mail list; distribute promotional materials and other information; etc.
- d) Promotions & Media Team: to create national promotional materials, leaflets, press releases, etc; take care of national social media accounts; maintain the RICS website; collect content from local groups; assist local groups as requested; media relations; etc.
- e) Safer Spaces Team: to deal with violations of the Safer Spaces policy. Reports to the National Forum and AGM will contain suitably anonymised summaries of any concerns raised and action taken.
- **17. Additional Roles.** The National Forum may seek volunteers for particular tasks which fall outside the remit of coordination teams, or establish new teams.
- **18. Coordination Teams: Membership.** Members of teams will be selected by local RIC groups. Each local group may normally provide up to two members to each team, and each team should normally have members from at least three local groups.
- a) While all local groups are welcome to provide members for all coordination teams, there is no obligation to do so.
- b) At a team's discretion, they may accept up to two individual members who are not part of a local group, either due to geographic reasons or due to primary

- involvement with an associated group. In both cases, the normal requirement for representation from at least three local groups still stands.
- c) For continuity, membership of coordination teams will normally be at least a three-month commitment. An individual may continue to be part of a coordination team for as long as their local group sees fit.
- **19. Coordination Teams: Convenor & Other Roles.** Each team will select a convenor, to be confirmed at an AGM or National Forum. The selected person should normally be a convenor for at least three months, and not normally more than eighteen months. Any other specific roles may change according to the needs of the team.
- **20. Working Groups: Details.** Working Groups will be self-organising, and may be established or dissolved by the National Forum or AGM. Initially, working groups will include:
- a) Social Justice & Anti-Austerity Group
- b) Sustainability Group
- c) Democracy Group
- d) Equality & Anti-Discrimination Group
- e) Internationalism & Anti-War Group
- f) Creative Group
- g) Land Reform Group
- h) Anti-Fracking Group
- **21. Working Groups: Membership.** Membership of working groups will be more fluid than of coordination teams, comprising any RICS member, with no limit on numbers.
- a) While all local groups and affiliated groups are welcome to provide members to all working groups, there is no obligation to do so.
- b) For continuity, membership of working groups will normally be at least a three-month commitment. A person may continue to be part of a working group for as long as they choose.
- **22. Working Groups: Convenor & Other Roles.** Each working group will select one or more convenors, to be confirmed at an AGM or National Forum. The convenor role should normally be at least a three-month commitment, and not normally more than eighteen months. Any other specific roles, including the formation of task-based teams, may change according to the needs of the group.

- **23. E-Mail Lists & Data Security.** The secretarial team will maintain two e-mail lists: a confidential list of all RICS members, and a public list.
- a) The confidential e-mail list will be maintained in accordance with the Data Protection Act, and further by a more robust RICS Data Security and Privacy Clause, to be developed in 2015. This list will be accessible to members of the secretarial team only, who must agree to keep the information confidential at all times. Under no circumstances will the list be made public.
- b) E-mails to all members will be sent out via the most secure means available.
- c) The public e-mail list will contain contact information for local groups, affiliated groups, and convenors of coordination teams and working groups. This list will also be available on the RICS website, so that groups may easily communicate with each other.
- d) Coordination teams and working groups are encouraged to practice secure data handling and keep their membership lists confidential.
- e) Local groups and convenors are encouraged to set up dedicated e-mail addresses, rather than relying on personal addresses for RICS correspondence.
- **25. Expenditure.** Finance related administrative tasks will be handled by the finance & fundraising team. The purpose of all expenditure will be to carry out decisions made at the National Forum or AGM, or to progress campaigns agreed

- at the National Forum or AGM. All expenditure over an amount decided at the AGM must be agreed by the National Forum.
- a) The convenor and at least two other members of the finance & fundraising team, from separate local groups, will have the power to sign cheques. All cheques must be signed by at least two members of the team, from separate local groups.
- b) The finance & fundraising convenor will normally have responsibility for the RICS chequebook. Given that RICS is a national organisation, transactions should be carried out online where possible.
- c) All online transactions must be authorised by e-mail by at least two members of the finance & fundraising team, from two separate local groups.
- d) All income and expenditure must be reported to the National Forum and AGM.
- **26. Travel Fund.** The finance team will administer a fund to cover travel expenses for members who travel from their home town/city to attend National Forums or other national meetings, who feel that travel expenses are a burden. Members should normally submit receipts as soon as possible, and no later than two weeks after an event. They will be normally be reimbursed by bank transfer or online transfer within one month after an event.