

# Centre

Constitution and internal  
workings

Key  
documents

Centre

**Date these procedures came into effect:** 10/11/2021

**Date these procedures must be updated by:** 01/01/2023

**Written by:** Torrin Wilkins.

**This document sets out:** how our organisation works. It covers: our core aims, voting on policy within the organisation, the responsibilities for people who hold roles within Centre and the accountability of these individuals.

**Preamble.** Centre is a cross party think tank and pressure group. We support what has become known as the 'Nordic model', 'Nordic capitalism' or 'Nordic Social Democracy'. We see the Nordic model as one that fits into the centrist approach to politics, namely combining strong public services with a free market economy.

**Name and Slogan.** The name of this group is "Centre" and the slogan for the group is "Choose Progress".

**Objectives:**

- To publish new material and to inform political debate.
- To generate new policy ideas and spread awareness of them.
- To provide a forum for those who agree with centrist politics.
- To reach out to those on the left and right of politics with policies we agree on.

## Voting procedures:

### Proposal

New policies can be proposed by any one of the following: a regional branch, the youth wing, the student wing, two members of the team, the students wing or a regional student branch or 20 members of Centre. Policy proposals must be costed if they are a large-scale policy and then sent through our policy forum.

### Debate

The Director is the broker and tries to reach a unanimous decision on policies within the group.

### Debate

Regional chairs and the spokespeople affected by the policy or paper would also have the chance to raise any concerns specific to their area.

### Votes

The Administration, Spokespeople and Regional/State Chairs each have one vote. For policies to pass they need a simple majority (50% +1).

### Adoption

If a vote is taken, this will be specified within the "our aims" document. Whilst the organisation holds positions, each member can express their personal opinions.

## **Additional voting procedures:**

- **Accepting new team members.** Members wanting to join the team should first send a CV if they have one or a smaller description of their previous experience and why they would like the position if they don't have one. The applicant should also let the person who is passing on their application onto the team know whether they have any large disagreements with Centre policy. Once this has been completed the full application including all of the questions the individual answers will be passes to our team who will have a majority vote on whether to accept the person.
- **No confidence votes.** No confidence votes can be triggered if 10% of the team request one or 50 members ask for one. They can be called for any member of the team including the Administration, Spokespeople and Regional/State Chairs. The question for the vote will be "do you have confidence in (name)?", the answers would be "Yes", "No" or "unsure". If a majority votes "Yes" then the person will be removed from their position. There may be no more than one confidence vote in a person per year. The main team can pass votes of no confidence in member of regional teams. Members of regional teams can also pass votes of no confidence in other members of their regional teams. The votes themselves should be called if: the team member is no longer a member of Centre, they have not been contactable for three weeks or they have not completed any work including papers, articles, policy proposals, podcasts or more general work within Centre.
- If a vote is a 50/50 split, then the vote is not passed.

## **Meetings:**

- One meeting on the second Wednesday of every month at 8pm unless this needs to be changed due to personal commitments of team members to plan the campaigns, paper releases and social media posts for the month coming.
- Social meetings are allowed if any member of the team requests one.

## **National, Youth and Student and Regional Branch powers:**

### **National:**

- Votes on and creation of new policies.
- Donations.

### **Split between national, youth and student and regional branches:**

- Papers and articles can be released by any branch of Centre but must not conflict with the main Centre policies.
- Running social media campaigns which can't conflict with Centre policies.
- Events which can be either run by the main organisation or by individual organisations such as a youth and students organisation. These tend to involve people from different sides of a debate but if they are specifically in support of a policy it should not conflict with Centre policy.
- Membership, this includes membership of Centre as a whole, regional branches, youth and students membership and student membership.

## The Centre team:

The Centre team is the decision-making body within Centre for new policies, papers and campaigns. The team is sometimes also called the “Executive”. The requirements to be on the team are:

- They must be members of Centre.

Layer of our team:	Positions within this layer:	Role of this layer:
Administration	Director, Deputy Director, Head of Policy and Partnerships, Head of Digital Communications*, Treasurer, Head of Membership Development, Young Centre Chair, Young Centre Deputy Chair, Press Officer, Head of Membership Development, Data Protection Officer and Regional and State Chairs**.	Runs the day to day actions of Centre.
Spokespeople	Spokespeople for Education, the Economy, Health Care, Environment, Democracy, Foreign Affairs, Social Security, Housing, Transport, Justice, Equality and Culture, Media and Sport.	Writes papers once a year and may add to some of our day to day running.
Regional/State teams	Regional Chairs in the South East, South West, London, the East Midlands, the West Midlands, Yorkshire and the Humber, the North West, the North East.  State Chairs in Wales, Scotland and Northern Ireland.	
Digital Campaigns Team	Head of Digital Communications, Head of Website Development, Head of Photography and	

	Video and Social Media Team.	
Independent Complaints Team	Head of Complaints, Deputy Head of Complaints and the Pastoral Care Officer***.	

\* The Head of Digital Communications both sits in the Administration and the Digital Campaigns Team.

\*\* Regional and State Chairs are both in the Administration and their individual state or regional team.

\*\*\* Whilst the Head and Deputy Head of complaints are independent and don't hold any other role within Centre the Pastoral Care Officer will be independent once a new person takes the role.

## **Administration:**

### **Director.**

The Director of Centre is the most senior member of our organisation. In their role, they are required to:

- Acts as the main spokesperson for the organisation.
- Set the long-term goals of the organisation.
- Deal with the day to day running of Centre.
- This role will take around four to six hours a week.

### **Deputy Director.**

The Deputy Director is the second most senior role in Centre. In their role, they are required to:

- Support the director in their role and can temporarily take over if the Director is away or permanently if they leave their position.
- Helps in dealing with the day to day running of Centre.
- Updates the constitution, disability access and diversity monitoring key documents. They also sends emails on updates to policies such as safeguarding, privacy, constitutional, Disability access, membership, and any other key documents.
- This role will take around two hours a week.

### **Head of Policy and Partnerships.**

The Head of Policy and Partnerships is in charge of producing new papers and checking new policies. In their role, they are required to:

- Ensure papers and campaigns are completed on time and to oversee their progress.
- Check new papers, podcasts and articles for grammatical or policy-based mistakes.
- Keep our existing partners up to date with our activities, papers we are writing and campaigns we are running.
- Agree new partnerships with other organisations.
- This role will take around two hours a week.



## **Head of Digital Communications.**

The digital campaigns manager is in charge of our social media pages and websites. In their role, they are required to:

- Update our website.
- Create and schedule posts for social media alongside the Digital Campaigns Team.
- Create new graphic styles and help to update our image.
- Heading our Digital Campaigns Team.
- This role will take around three hours week.

## **Treasurer.**

The Treasurer oversees the finances of Centre. In their role, they are required to:

- Check whether donations to Centre are permissible.
- Manage Centre's bank account.
- Draw up and submit the accounts and the confirmation statement for Centre each year.
- Write up a more detailed financial statement for the Centre Website.
- Look for new potential donors.
- Ensure the Director of Centre is up to date with the accounts each month.
- This role will take around an hour a week.

## **Head of Membership Development.**

The Head of Membership Development helps to link up Centre with its members. In their role, they are required to:

- Check the membership list and updates it when new members join, existing members leave, or people renew their membership.
- Send monthly emails updating members on the current activities of Centre including new papers, policies, and any general news on the group.
- Run the [Centre Policy Forum](#).
- Keep the Director up to date on new members every two weeks.
- Manage votes by the team on new policies.
- Write up the minutes of each meeting.
- This role will take around two hours week.

### **Students Centre Chair.**

The Chair of our student's wing represents student members of Centre along with running their own wing of the organisation. In their role, they are required to:

- Run the social media pages for Centre students.
- Head up the students wing for Centre.
- This role will take around two hours week.

### **Students Centre Deputy Chair.**

The Deputy Chair of Centre Students is the second most senior role in Centre Students. In their role, they are required to:

- Support the Chair of Centre Students in their activities.
- This role will take around an hour week.

### **Press Officer.**

The Press Officer manages the relationship Centre has with media and news organisations. In their role, they are required to:

- Runs the press office which includes press releases or external press coverage of Centre or our team.
- Handles media appearances or articles outside of Centre.
- This role will require around two hours per week.

### **Head of Events and Podcasts.**

Our Head of Events and Podcasts helps us to discuss ideas with members of other organisations. In their role, they are required to:

- Set up, arrange and chair events run by Centre. This includes panel events or in some cases one on one interviews.
- They are responsible for recording, editing and uploading podcasts which we do once a month.
- This role will require around three hours per week.

## Data Protection Officer (DPO).

The Data Protection Officer is an independent position within Centre that focuses on compliance with the General Data Protection Regulation (GDPR). In their role, they are required to:

- Be an expert in data protection.
- Report to the Administration of Centre on GDPR compliance.
- Helps to ensure Centre is GDPR compliant.
- Give advice on our data protection obligations and to inform and advise Centre and our team about our obligations to comply with the GDPR and other data protection law.
- Give advice on and to monitor Data Protection Impact Assessments (DPIAs).
- Act as a contact point for data subjects and the supervisory authority along with cooperating with the supervisory authority.
- to monitor compliance with the GDPR and other data protection laws, and with our data protection polices, including managing internal data protection activities; raising awareness of data protection issues, training staff and conducting internal audits;
- to be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).

The above points are altered from: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/>

- Help to update Centre's privacy policy when required.
- This role should take up about an hour a week although this will vary between weeks if there are more or less GDPR related requests and queries.

## Regional and State Chairs.

We have positions for chairs in each region on England along with State Chairs in Scotland, Wales, and Northern Ireland. Each Chair is responsible for:

- Increasing recruitment in that area.
- Highlighting policy proposals which are specific to the region or state they represent.
- A branch of communication for the regions/states with the Director/Deputy Director.
- Helping with one paper per year.
- This role will require around one hour per week.

## **Spokespeople:**

We have Spokespeople for Education, the Economy, Health Care, Environment, Democracy, Foreign Affairs, Social Security, Housing, Transport, Justice, Equality and Culture, Media and Sport. Spokespeople are responsible for:

- Producing one new paper for Centre per-year.
- Producing an article for our website once every two months.
- Collecting policy ideas from members relating to their area.
- This role will require around two hours per week.

## **Regional/State teams:**

We have positions for Regional Chairs in the South East, South West, London, the East Midlands, the West Midlands, Yorkshire and the Humber, the North West, the North East. We also have state Chairs in Wales, Scotland and Northern Ireland. To be a regional or state Chair members must:

- Be a member of Centre in that region.

## **Regional and State Chairs:**

Regional and State Chairs are responsible for running Centre's activities in that area. The position should be titled (name of state/region) Chair. An example is "Scotland Chair". In their role, they are required to:

- Sit in regional or state executives and the Centre team. Their position is as stated in the Administration section. They can either fill the positions below or do these tasks themselves.
- Deal with the day to day running of the branch.
- This role will require around two hours per week.

## **Deputy chairs:**

The position should be titled (name of state/region) Deputy Chair. An example is "Scotland Deputy Chair". In their role, they are required to:

- Take over from the Chair if they step down.
- Assist the Regional or State Chair in their role.
- This role will require around an hour per week.

### **Regional Spokespeople and State Spokespeople:**

The title of this position should include the name of region or state and the Spokespersons area. This should read as: "Scotland Devolved Health Spokesperson". In their role, they are required to:

- Focus on regional or state specific issues such as devolution in Scotland, Wales and Northern Ireland. It also includes policies that are specific to certain areas such as education differences such as school types or local policies involving housing.
- Come up with policies specific to that area that aren't already covered by the UK wide Centre aims.
- Support Centres UK wide campaigns.
- This role will require around one hour per week.

### **Regional social media heads:**

In their role, they are required to:

- Run the regional Facebook and Twitter branches. We require 3 posts on regional or state social media pages per week.
- This role will require around two hours per week.

### **Regional and State Head of Membership Development:**

In their role, they are required to:

- Check on members joining in that region and engage them with regional or state activities.
- This role will require around an hour per week.

## **Digital Campaigns Team:**

Our digital campaigns team consists of several member who run Centre's digital activities.

### **Head of Website Development:**

In their role, they are required to:

- Updates the website with new articles, team members, partners, petitions, documents, policies and events.
- This role will require around two hours per week.

### **Head of Photography and Video:**

In their role, they are required to:

- Creates and edits videos and photographs for Centre.
- This role will require around one hour per week.

### **Social Media Team:**

In their role, they are required to:

- This team produces cover text and graphics for our social media campaigns.
- Creates the graphics, writes the cover text and schedules the posts.
- This role will require around three hours per week.

## **Independent Complaints:**

### **Head of Complaints:**

In their role, they are required to:

- Respond to complaints, ensure complaints are anonymous, to give them a case number and to investigate the complaint making a decision on the complaint if necessary.
- Helps the Deputy Head of Complaints in providing new sections for the complaints procedure, the whistle blowing policy and investigations into minor issues.
- Due to the nature of this role involving ongoing complaints the person holding it must give us four weeks' notice if they decide to leave the position.
- The number of hours this role will take each week will depend on the number of complaints, minor investigations or whistleblowing reports we receive.

### **Deputy Head of Complaints:**

In their role, they are required to:

- Respond to complaints if there the complaint involves the head of complaints or there is a conflict of interest involved. This can involve responding to complaints, ensuring they are anonymous, giving them a case number and investigates the complaint making a decision on the complaint if necessary.
- Due to the nature of this role involving ongoing complaints the person holding it must give us four weeks notice if they decide to leave the position.
- The number of hours this role will take each week will depend on the number of complaints, minor investigations or whistleblowing reports we receive.

### **Pastoral Care Officer and Head of Safeguarding:**

In their role, they are required to:

- Support people under 18 and adults with additional needed before, during and after complaints.
- Ensuring at least one is present at events where there are vulnerable members or those under 18 are safe.
- Giving basic training to other members of Centre in how what Centres safeguarding rules are and how to report or deal with issues.
- The number of hours this role will take each week will depend on the number of complaints, minor investigations or whistleblowing reports we receive.



- Due to the nature of this role involving ongoing complaints the person holding it must give us four weeks' notice if they decide to leave the position.

## **Our members:**

Outside of the team, we also have our grassroots which is our general membership.

**Membership.** Membership of Centre is free. This allows members to propose policies through the [policy forum](#) or to send us online content through the [digital campaigns page](#) for our social media pages or website. By becoming a member of Centre, you agree to support the group's main principles, abide by our membership terms and our code of conduct. Membership may be withdrawn if you bring the group onto disrepute.

**Youth membership.** Members under the age of 18 can also join Young Centre. This is the youth wing of Centre and aims to support young people within our organisation and to focus on issues that affect young people.

## **Rules on complaints within Centre:**

Complaints will be dealt with by our complaints procedure which can be used if a member breaks our code of conduct. We also have a minor issues procedure if members have smaller issues that don't break the code of conduct alongside a whistleblowing procedure for internal issues with the functioning of the organisation or its members. Finally, we have a safeguarding procedure to ensure any safeguarding breaches are reported.

As an organisation our procedures govern how complaints or issues are dealt with and we will not allow the use of any Non-Disclosure Agreements (NDA's) within Centre, especially in cases relating to sexual assault or discrimination.

**Ensuring these measures are kept up to date.** These measures will be reviewed once a year.

**Availability of these measures.** To ensure these measures are accessible to those that may need to consult them, this document will be available on our website. A copy of this policy will also be sent to every member of the Centre when it is updated via email.

**Have any ideas to make our Constitution better?** Let us know by submitting any ideas on the “Contact” page of our website.