



CACH-All

adoptive families - stronger together

CACH-All RULES OF THE ORGANISATION

1. Name and Background of the Organisation.

The name of the organisation is CACH-All. It was formed in 1995 by parents of children adopted from China and in 2017 expanded to include all intercountry adoption families.

2. Objects of the Association

The objects of the Charity are:

- 2.1 To support and relieve the needs of families who have or are intending to complete an intercountry adoption.
- 2.2 To advance the education of the public in short and long term issues related to intercountry adoption.
- 2.3 To advance the education of intercountry adopted children and their families (in particular in their home country culture), and to provide facilities in the interests of social, welfare and for recreation and leisure time occupation with the object of improving their condition of life.

3. Membership Criteria

The following are the categories of membership:

3.1 Full Membership

Full Membership is open to those who already have one or more intercountry adopted children. Full Members are eligible to participate and receive all of the benefits of the organisation, including attending regional and national events receiving the CACH-All magazine, and have full voting rights. If joining directly as a Full Member, the Membership Secretary will provide the Full Member with contact details of their local Regional Co-ordinator, where one exists.

3.2 Associate Membership

Associate Membership is open to those who are considering or in the process of intercountry adoption. Associate Members are eligible to receive a copy of the CACH-All Magazine. On joining CACH-All the Membership Secretary will provide the Associate Member with contact details of their local Regional Co-ordinator, where one exists. An Associate Member may, at the discretion of the Regional Co-ordinator, participate in all or some regional and local events. Associate Members do not have voting rights nor are they able to attend the Annual Reunion, unless the Officers consider it appropriate for a specific event.

Associates are required to notify the CACH-All Membership Secretary three years from the date of their joining the organisation that they are still actively pursuing intercountry adoption. Such confirmation will be supported by evidence from the Associate's Local Authority or designated agency acting on their behalf.

Associate members are obliged to inform the Membership Secretary in writing immediately if their application to adopt is not accepted by their Local Authority or designated agency for any reason. Failure of an Associate to gain 'Panel Approval' from their Local Authority or designated agency following submission of the 'Homestudy Report' will result in that membership and any rights contained therein being withdrawn unless said Associate member decides to appeal against the decision of the Local Authority or their designated agent. Associate membership will be suspended during any process of appeal of the Local Authority or designated agency's decision to not approve the 'Homestudy Report'. Whilst any such appeal is being undertaken and the period of

suspension shall be in force the Associate will lose any rights contained within such membership previously granted.

Associate membership will be terminated immediately if the Appeals Process is either not pursued or is unsuccessful.

Failure to supply such assurances will result in the membership and any rights contained therein being withdrawn from that Associate until such assurances are forthcoming.

CACH-All Officers, in conjunction with CACH-All national structures, have the right to review an Associate's membership. Should it be brought to the Officers attention that behaviour or actions inconsistent with that explicitly contained or expected within the CACH-All Rules and or Policies and Guidelines has occurred, said Associate will be subject to the withdrawal of their membership and any rights contained therein. Associates will have the right to appeal in writing to the CACH-All Officers against any such decision. Any such appeal will be discussed at the next CACH-All Officers meeting and the outcome made known to the Associate within two weeks from the date of the meeting.

3.3 **Confidential Members**

Associate members can request that their membership is confidential, therefore their details are not available to other CACH-All members, nor given to the relevant regional co-ordinator. Members who have confidential membership cannot attend regional or national events. Full members cannot hold confidential membership, except under exceptional circumstances and at the discretion of the committee.

3.4 **Magazine Subscriber**

Magazine subscribers can either be: "Other Family Members" – i.e. members of the extended family or friends of a Full or Associate Member, or "Other Interested Parties" – i.e. all those that have an interest in CACH-All and its work, that are not eligible for Full or Associate Membership .

Magazine Subscribers shall be eligible to receive a copy of the CACH-All Magazine only; they do not have voting rights

4. **Subscriptions**

4.1 Each family shall pay an Annual Subscription Fee. Subscription Fees shall fall due at the start of the Membership Year, which is 1st March each calendar year.

4.2 New Members, irrespective of membership category, who join after the 1st October in any Membership Year, shall pay a reduced fee for that initial year. The Officers shall determine a consistent reduction in the Subscription Fee.

4.3 In the interests of cost and efficiency all Full Membership annual subscriptions shall be paid by Bankers direct debit. Part year subscriptions for new members or members changing status are excluded.

4.4 Non-payment of Subscription Fees shall result in removal from the Membership List and from all benefits of membership.

4.5 The amount payable as an Annual Subscription Fee shall be recommended by the Officers and shall be agreed or otherwise set by the Members at the Annual General Meeting (AGM).

4.6 A proportion of the Subscription Fee shall be made available to Regional Co-ordinators and other event organisers to cover some of the regional / event administration costs. The Officers shall determine the amount allocated for this purpose, which shall not be to the detriment of the general finances of the organisation. Regional Coordinators or event organisers should apply to the treasurer direct when funds are needed with an outline of how much is needed and what it will be used for. This will be considered in a timely manner by the committee and funds made available as agreed.

4.6.1 The Regional Co-ordinators shall be responsible to the region's membership for any such money and shall maintain adequate and accurate records of money received and distributed. They should repay any unused funds, or funds for which there is no planned future use to the general fund at the end of each year.

- 4.6.2 When a Regional Co-ordinator ceases to act as Regional Co-ordinator he/she must immediately inform the Treasurer and/or the Secretary. In such an event the retiring Regional Co-ordinator shall forward any records of regional finances together with any unused funds to one of those Officers.

5. **Accounts**

The Treasurer shall be responsible for maintaining accurate and complete accounts of CACH-All in line with the general practice of unincorporated associations. Annual Accounts shall be produced as at the end of December, in accordance with The Charity Commission's current regulations. A summary of the Annual Accounts shall be circulated to the members and be subsequently approved or otherwise at the next AGM. Annual Accounts shall include the previous year's figures for comparative purposes.

6. **Surplus Funds**

In addition to specific fundraising activities for the CACH-All Award fund, the committee may decide to make surplus funds that the charity may hold available to the CACH-All award fund and may decide to make one off donations to additional charitable organisations, whose aims are in line with ours and which will benefit our members (eg The education equality fighting fund).

7. **Officers and Their Duties**

7.1 **The Role of Officers**

Officers of CACH-All should be the following or similar:

- ◆ Chair (Safeguarding) - Trustee
- ◆ Secretary (Safeguarding) - Trustee
- ◆ Membership Secretary - Trustee
- ◆ Treasurer - Trustee
- ◆ Magazine Editor
- ◆ Website Officer(s)
- ◆ National Event Organiser(s)

And such other officers as the committee decide are relevant at any particular time.

Two or more members may share one of the above posts, provided that the membership is informed. Officers are empowered to make decisions on behalf of CACH-All within the Organisation Rules and the scope of their designated responsibility.

7.2 **Officers Meetings**

Officers shall meet, ideally four times per annum (including the AGM) or as frequently as may be deemed necessary by the Officers for the continued efficient and smooth running of the organisation.

7.3 **Quorum**

The quorum for a meeting of the Officers shall be 5 members of the Committee, 2 of which shall be Trustees

7.4 **Election of Officers**

7.4.1 An Officer must be a Full Member of CACH-All.

7.4.2 A member shall be willing to put forward their name to become an Officer and shall be approved at the AGM.

7.4.3 If more than one person puts forward their name to fill a vacancy, they may either share the responsibilities of the position or the members attending the AGM shall decide by a simple vote.

7.4.4 Where a vacancy arises between AGMs the remaining Officers shall be responsible for seeking a volunteer(s) to act until the next AGM.

7.4.5 Officers shall remain in post for a three-year term, unless that Officer wishes to resign earlier. At the end of the three-year term a vacancy will be declared and offered to the Membership. An Officer that remains in post beyond the initial three-year term must subsequently resign annually, until a successor is found.

7.5 **Non-Member Assistance**

The Officers may use their discretion if and when appropriate to request the assistance of a non-member(s) to help in the administration of CACH-All provided that that person(s) is vetted by the Officers, is bound by terms of confidentiality and has satisfactorily completed a DBS check. The Officers shall make the Members aware of any such occurrence through the CACH-All Magazine or via a General Meeting.

8. Annual General Meetings (AGM)

An AGM shall be held each year at a time to be decided upon by the Officers who shall make best endeavours to ensure that the maximum number of Full Members are able to attend. Suitable and adequate notice of the meeting and the agenda shall be circulated to all members. Only Full Members are eligible to attend the AGM.

9. Amendments to the Organisation Rules

The Organisation Rules shall remain in place unless subsequent amendments are proposed and resolved at an Annual General Meeting or such amendments have the agreement of the majority of members.

10. Regional Co-ordinators

- 10.1 Regional Co-ordinators will be appointed as CACH-All representatives for designated regions of the country. The boundaries of these regions may change from time to time.
- 10.2 Depending on the concentration of members in the area, more than one Regional Co-ordinator may be necessary. Responsibilities of the post may be shared; however, one person must be the initial contact point and be responsible for local finances.
- 10.3 Regional Co-ordinators will also be responsible for:
 - 10.3.1 Co-ordinating CACH-All activities within their region and organising 4-5 social/cultural events per annum.
 - 10.3.2 Liaising with and providing pertinent information to all members in the region.
 - 10.3.3 Linking members to the Officers.
 - 10.3.4 Ensuring that any money received relating to CACH-All or is used or distributed in a manner that the Regional Membership is in agreement with.
 - 10.3.5 Ensuring that adequate and accurate records of money received and distributed are maintained and submitting an annual report to the treasurer detailing regional expenditure and income.
 - 10.3.6 Reporting to the Editor and Website Officer the activities of the region and of any forthcoming events that are being organised and any information from which the wider membership may benefit.
- 10.4 In addition to Regional Coordinators any full member may organise an event for their region, wider region or a particular age group as long as it is open to all eligible members within CACH-All. Funding may be applied for by the event organiser by contacting the Treasurer with an outline of the event and the funding required. The Treasurer will liaise with the committee for a decision as payment will be made as agreed.

11. Data Protection and Confidentiality

- 11.1 The Membership Secretary shall be responsible for ensuring that data is held in compliance with the GDPR 2018 as amended if and when necessary.
- 11.2 Information relating to Members and their families shall only be available to committee members in pursuance of the stated aims of the organisation. Members wishing to contact other members should get in touch with the committee who will facilitate the sharing of information where both parties agree.
- 11.3 The CACH-All web site members pages shall only be available to Members, and reasonable security measures shall be put in place and maintained by the Website Officer(s). The password to the "Members Only" section will only be issued by the Officers to Members after the membership status has been checked with the latest membership list.
- 11.4 CACH-All as an organisation was set up for the benefit of all the Members' children

and families and privacy is paramount at all times and therefore no press should be invited or encouraged to attend any CACH-All function unless explicitly agreed in advance with all the participants of such function.

11.5 CACH-All Privacy Statement:

CACH-All undertake to treat the information we hold about you with respect for your privacy. All information is held securely and can only be accessed by appropriate officers in accordance with what we have agreed to provide members as part of their membership. The information will never be used in a manner which is harmful to you:

What information do we hold? Adults in the family: name, address, date of birth, email address, telephone number, occupation, any skills you may have and any involvement you may have in other adoption related organisations. Children in the family: Name, date of birth, and if adopted, date of adoption, country adopted from, orphanage name and area of the country where adopted from. Generally: stage of the adoption process that you are at, financial information needed to renew subscriptions annually by direct debit and your tax status if you have completed a gift aid form for us.

Who has collected this information? CACH-All is a charity which supports families who have adopted or are in the process of adopting inter racially or from overseas.

How is this information collected? By the completion and submission of a membership form by prospective members. This may be by electronic methods or by mail. It may be updated online at any time by the members themselves or by an officer at the member's request.

Why is this information collected? To allow CACH-All to hold the information that is needed in order to provide members with the benefits of membership as stated by the organisation.

How will this information be used? Information will be used in accordance with the stated aims of the organisation and the advertised terms of membership. Including: For the planning and advertising of activities and events provided for members, for the production of mailing labels for the distribution of the regular CACH-All Magazine and other occasional mailings, for the collection of the annual subscription by direct debit, for the reclaiming of gift aid from the Inland Revenue on payments made to the charity by UK tax payers and to contact members on subjects that are deemed of interest to them as a group (eg. to share a link to papers for the AGM, to allow members to vote on matters of the constitution of the organisation etc) or individually (eg. if a DD payment has failed or if they have asked for information from an officer).

Who will this information be shared with? We don't share members' information with any external agencies. We interact with member's banks and with the Inland Revenue when collecting direct debit payments and reclaiming gift aid in accordance with permission given by members on completion of the relevant forms.