



Women in Revenues & Enforcement (WIRE)

CONSTITUTION

Governing document • AGM held annually in December
Version 1.0



NAME

1.1 The name of the Association shall be Women in Revenues and Enforcement (WIRE).

1.2 WIRE operates as a voluntary, not-for-profit, member-led organisation.

PURPOSE & OBJECTS

2.1 WIRE is established as a professional advocacy, networking, and support organisation for women and allies across the Revenues and Enforcement sector.

2.2 The objects of WIRE are to:

- (a) identify and redress gender imbalance;
- (b) promote the professional advancement of women;
- (c) provide networking, mentoring and peer support;
- (d) advocate for diversity, equity, inclusion and anti-racism;
- (e) increase representation in leadership, policy and public-facing roles;
- (f) celebrate achievements and raise the profile of women;
- (g) support members through development programmes and collaboration.

VALUES

3.1 All WIRE activities reflect: Respect, Inclusivity, Collaboration, Confidentiality, Professionalism.

3.2 WIRE welcomes members of all genders who support its aims.

MEMBERSHIP

4.1 Membership is open to individuals connected to the Revenues & Enforcement sector, including allies and supporters.

4.2 Applicants complete the approved membership form and agree to the WIRE Code of Conduct.

4.3 Membership is free.

4.4 Members must:



- (a) uphold WIRE's values;
- (b) follow the Code of Conduct;
- (c) participate respectfully and in good faith;
- (d) not claim to represent WIRE without authorisation.

TERMINATION OF MEMBERSHIP

5.1 Membership may be suspended or terminated where a member:

- (a) repeatedly breaches the Code of Conduct;
- (b) brings WIRE into disrepute;
- (c) engages in discriminatory, abusive, or unethical conduct.

5.2 Sanctions follow an escalation pathway: informal warning → formal warning → two-month suspension → permanent removal.

EXECUTIVE COMMITTEE (THE BOARD)

6.1 The Executive Committee ("the Board") provides strategic leadership, governance and oversight.

6.2 Board size: no fewer than 9 and no more than 17 members

6.3 The detailed responsibilities, expectations and functional descriptions of all Board roles are set out in the 'Board Composition and Functional Responsibilities' document.

6.4 The Board may propose changes to the 'Board Composition and Functional Responsibilities' document, with formal approval governed under Rule 16.2.

6.5 Board members uphold WIRE values, act with integrity, and avoid conflicts of interest.

ELECTIONS, SUCCESSION & VACANCIES

7.1 Term. All Board roles are for two (2) years with the exception of the Founder positions.

7.2.1 The Founders (Lois Anderson and Charlotte Crane) shall hold permanent positions on the Board and shall not be subject to election or term limits.



7.2.2 Founders may choose to step down voluntarily but cannot be removed except in cases of serious misconduct under Rule 14.

7.2.3 Founders may hold Officer roles; when an Officer term ends, Founders revert automatically to their Founder positions.

7.2.4 Founder positions shall have full Board voting rights

7.3 For the purposes of this Constitution, Officer positions shall be:

- (a) President
- (b) Vice-President
- (c) Treasurer

7.4 Re-standing. At term end, Board members must re-stand for election at AGM, all WIRE members shall be entitled to vote in accordance with 9. 2a.

7.5 Vice-President election. The Vice-President is elected from among serving Board members by simple majority at a Board meeting held no later than two meetings prior to the AGM.

7.6 Succession. On expiry of the President's term:

- (a) the Vice-President automatically succeeds to President;
- (b) the President becomes Immediate Past President (continuity/advisory role);
- (c) Founders' exception: if the outgoing President is a Founder serving in an Officer capacity, they return to their Founder role rather than move into Immediate Past President.

7.7 Immediate Past President. Non-Officer Board role focused on continuity, mentoring and handover, for up to two (2) years.

7.8 Appointment of Chair. The role of Chair shall be appointed rather than elected.

- (a) Prior to each AGM, the incoming President and Vice-President, together with the Founders, shall review the requirements of the Chair role for the forthcoming term.
- (b) The group may invite expressions of interest from:
 - the current Chair (where applicable), and
 - serving Board Members who wish to be considered.



(c) Where no suitable candidate is available from the Board, the group may identify a suitably experienced individual from the sector for appointment, subject to confirmation by the Board.

(d) Appointment of the Chair shall be confirmed by a simple majority vote of the Board at the first board meeting after the AGM.

7.9 Mid-term vacancies. May be filled by Board appointment until the next AGM, when the role is put to election.

7.10 Resignation notice. Board members give two (2) months' written notice; where resignation takes effect at the AGM, one (1) month's notice is required.

7.11 Co-option. The Board may co-opt individuals with specific expertise to support defined work; co-opted individuals do not have voting rights on the Board.

BOARD MEETINGS

8.1 The Board meets at least quarterly.

8.2 Quorum: one-half of serving Board members, including at least one Officer.

8.3 Decisions: simple majority of those present; the President holds a casting vote.

8.4 Remote attendance is permitted; members are expected to attend and actively contribute.

GENERAL MEETINGS

9.1 Annual General Meeting (AGM): held each December; the Board publishes the date and agenda at least 21 days in advance.

9.2 AGM business includes:

- (a) election/ ratification of Board roles (if any);
- (b) annual reports and forward plan;
- (c) financial overview;
- (d) constitutional amendments (if any).

9.3 Special General Meetings (SGMs): may be called by the President, a majority of the Board, or 20% of members, with at least 14 days notice.



NOTICE OF MOTION

10.1 Members may submit motions for the AGM or an SGM with at least 14 days' written notice to the Secretary.

FINANCE

11.1 WIRE operates on a not-for-profit basis; funds may only be used to advance WIRE's objects.

11.2 The Treasurer must ensure accurate accounts are maintained and present an annual financial summary at the AGM.

11.3 Sponsorship or funding must be transparent and aligned with WIRE values.

CODE OF CONDUCT

12.1 The WIRE Code of Conduct forms part of this Constitution and is binding on all members.

12.2 The Code covers: collaboration, communication, confidentiality, non-solicitation, respect, professionalism, inclusion and accessibility.

12.3 Breaches are addressed under Rules 5, 13 and 14.

COMPLAINTS PROCEDURE

13.1 Complaints may be raised in writing or by email by any member or participant in WIRE activities.

13.2 Complaints are submitted to the Founders or a designated investigator and handled with fairness, confidentiality, and proportionality.

13.3 Complaints will be acknowledged within 5 working days by the Founders or designated investigator, and responded to within 10 working days.

13.4 Outcomes may include: an apology, advice, mediation, warning(s), suspension, or removal (as per Rules 5 and 14).



DISCIPLINARY PROCEDURE (MISCONDUCT)

14.1 Applies to misconduct (e.g., serious Code breaches, harassment, discrimination, reputational harm).

14.2 A panel of three Board members (including at least one founder and officer) considers evidence and representations.

14.3 Sanctions must be proportionate and may include warnings, suspension, or removal of membership/role.

RECORDS & DATA

15.1 WIRE maintains secure records of meetings, membership and finances.

15.2 Personal data is processed in line with data-protection principles and UK law; the Board will register with the ICO where required and publish concise privacy information to members.

AMENDMENTS

16.1 Amendments to the constitution may be made at an AGM or SGM with at least 21 days' notice and a simple majority vote of members present.

16.2 Cross-references. When a Rule is amended, cross-references may be corrected editorially without separate vote.

16.2 The Board may amend the 'Board Composition and Functional Responsibilities' document at any time by simple majority vote, provided that any amendments remain consistent with this Constitution and are recorded in the minutes of the meeting at which they are agreed.

DISSOLUTION

17.1 WIRE may be dissolved by a two-thirds majority at an AGM/SGM.

17.2 Remaining funds are transferred to a charity or organisation aligned with WIRE's mission.

BOARD ROLES & EXPECTATIONS

18.1 General expectations (all Board members):



- (a) Uphold WIRE values;
- (b) act in WIRE's best interests;
- (c) Attend a minimum of 85% of board meetings (unless special circumstances apply)
- (d) commit time to meetings, planning and delivery;
- (e) communicate clearly and promptly;
- (f) maintain confidentiality and declare conflicts;
- (g) champion WIRE's objectives and programs.

18.2 The detailed responsibilities, expectations and functional descriptions of all Board roles are set out in the 'Board Composition and Functional Responsibilities' document.

CHAMPIONS & WORKING GROUPS

19.1 Champions. Non-Board volunteers appointed to support priority areas (e.g., events, mentoring, outreach, research, marketing).

19.2 Champions:

- (a) commit to WIRE values and the Code of Conduct;
- (b) are appointed by the Board for up to one (1) year, renewable;
- (c) work to a defined brief and deliverables;
- (d) hold no fiduciary duties or voting rights on the board, but may be invited to relevant meeting items.

19.2 Working Groups. The Board may establish time-bound or standing groups to deliver specific objectives. Each group:

- (a) is chaired by a Board member;
- (b) may include Champions and other volunteers;
- (c) operates under a written scope approved by the Board;
- (d) reports progress and risks to the Board;



(e) is dissolved upon completion or by Board decision.

19.3 Conduct & Safeguards. Champions and Working Group participants must follow the Code of Conduct and relevant WIRE policies. Breaches are handled under Rules 5, 13 and 14.

PERFORMANCE MANAGEMENT & REMOVAL FROM THE BOARD (NON-MISCONDUCT)

20.1 Scope. Applies to performance-related concerns for all board members

- (a) non-attendance. Minimum 85% attendance at board meetings (unless special circumstances apply)
- (b) persistent missed deliverables
- (c) sustained non-engagement
- (d) misconduct uses Rules 5/13/14.

20.2 Support first. The President (or delegated Officer) will:

- (a) meet to clarify expectations and barriers;
- (b) agree a written improvement plan with actions and a review date (typically 6–8 weeks);
- (c) provide reasonable support and check-ins.

20.3 Review. If material improvement is not achieved, the Board may extend once or proceed to removal.

20.4 Removal vote. The Board may remove a member for persistent under-performance by two-thirds (2/3) majority of the full Board (excluding the member for quorum/vote). The member may submit written representations for circulation with the motion.

20.5 Vacancies are handled under Rule 7.6.

CORPORATE PARTNERSHIPS & SPONSOR GOVERNANCE

21.1 Principles. Partnerships and sponsorship must align to WIRE's mission, values and independence; funding shall not influence policy positions or programme content.



21.2 Approval. The Board approves proposals by simple majority, using a brief covering purpose, benefits, duration, deliverables, brand usage and financial terms.

21.3 Due diligence & conflicts. The Board considers reputation risk and conflicts of interest. Conflicted Board members must declare the conflict and withdraw from decisions.

21.4 Transparency. WIRE will appropriately publish/announce current sponsors/partners unless confidentiality is contractually required.

21.5 No exclusivity by default. Any exclusivity must be expressly approved and time-bound.

21.6 Brand usage follows Rule 22.

BRANDING & COMMUNICATIONS PROTOCOL

22.1 Brand standards. All official WIRE communications/materials must comply with the WIRE Brand Guidelines (name, logo, typography, colour palette, tone, and key messages).

22.2 Authorisation. Only authorised Board members may issue official statements, event announcements, or sponsor acknowledgements. The Board may delegate channel owners for website, email, and social media.

22.3 Channels & assets. Use official channels; apply the approved branding inline respect of WIRE branding guidelines.

22.4 Content standards. Communications must reflect WIRE's values and remain accurate, respectful, accessible, and non-partisan.

22.5 Breaches may be addressed under Rules 5, 13, 14 and, for Board members, Rule 20.