

**FORCED TO FLEE**

# **VOLUNTEER AGREEMENT**

*MEMBERSHIP POLICIES & REGULATIONS*



## **INTRODUCTION**

The Forced To Flee Volunteer Agreement sets out the rules, policies, procedures, and regulations to be a member of Forced To Flee (herein referred to as ‘the organisation’ or ‘We’). Signing this document is a requirement to be a member of the organisation under the Forced To Flee Constitution (herein referred to as ‘the constitution’) and is an agreement with the organisation to be a volunteer to lead, run, or aid its work. Becoming a member of the organisation enables you to become a Trustee of the organisation under the constitution. Any questions, concerns or issues regarding the Forced To Flee Volunteer Agreement or its contents should be directed towards one of the organisation’s leaders.

All members are bound under the following regulations, and all amendments will be officially notified to you as a Member. The Forced To Flee Volunteer Agreement will be annually sent out to all Members regardless.

Founded in 2018, Forced To Flee focuses on refugees, migrants, and youth around the world. Our areas of other interest are those connected and intersectional with our focuses. Our mission is to drive change for refugees, migrants, and youth through education and action – working to create a better tomorrow, together. The organisation’s core values are advocacy, education, inclusivity, and collaboration, to which all members are trusted to adhere to and follow.

Every member, and their contribution, is valued. We want you to feel free to express yourself, aid your career development, and provide you with a platform to make a difference with us.

## **RECOGNISED AUTHORITIES**

The recognised authorities within Forced To Flee are its Managing Directors & Founder.

## **BOARD OF DIRECTORS**

Forced To Flee’s Board of Directors is in the process of being established.

## ***REGULATION A: MEMBERSHIP***

1. Any person who has signed the Forced To Flee Volunteer Agreement, and returns it to a recognised authority ('a Director' of the organisation), becomes a Member of Forced To Flee ('the organisation') and agrees voluntarily to all of its rules, regulations, policies and procedures;
  - a. All Members voluntarily agree to the Forced To Flee Constitution and can request a copy at any time;
  - b. Any Membership with the organisation begins on the date the Forced To Flee Volunteer Agreement is signed;
  - c. A Membership can be suspended for up to six calendar months whilst taking a leave of absence.
  - d. A Membership can be terminated with immediate effect following written notice from the Member or a recognised authority on behalf of the organisation.
2. All Members recognise Forced To Flee as a non-incorporated not-for-profit youth organisation under the laws of the United Kingdom of Great Britain and Northern Ireland.
3. All Members are equal, apart from those who are a recognised authority within the organisation and bear responsibility as a Director under the Forced To Flee Constitution.
  - a. Members who are a recognised authority remain bound by this agreement and are equal working Members of the organisation.
4. All Members are to be volunteers, unpaid, and bear all costs associated with being a Member of the organisation.
5. All Members are expected to contribute and be committed as much as possible to the work of Forced To Flee.
6. A Member is responsible for the work they produce for Forced To Flee and its projects;
  - a. Materials a Member produces for Forced To Flee including graphic materials, research reports, policy proposals, written works, designs, narratives, compilations, instructional texts, and other related mediums will become property of Forced To Flee upon submission or publication;
  - b. A Member is expected to complete any designated duties by the appropriate deadline, and on their own accord.
7. Every Member is responsible for their own actions and conduct during their Membership with Forced To Flee and must adhere to all rules, regulations and policies published or notified to them as a Member of Forced To Flee.
8. Only Members are eligible to become a Trustee ('Director') of the organisation.
9. A Member accepts any risks associated with being a Member of Forced To Flee.
10. All Members must accept the Forced To Flee Volunteer Agreement, and its contents.
11. Any Member who wishes to take a leave of absence no longer than six calendar months, or the organisation wishes to suspend membership for a period of time not exceeding six calendar months, is to be termed inactive upon the receipt or issue of notice to the Member or organisation.
  - a. During this time, the Member is not expected to carry out any duties and may not participate in the activities of the organisation.
12. Any Member who is suspended by the organisation for longer than six months or wishes to take a leave of absence longer than six months, is to have their membership terminated in accordance with Regulation A (1)(d);
  - a. The former Member can reinstate their Membership at any time.
13. Any Member who breaks the terms of any of the regulations, rules, policies, or procedures of the organisation enclosed in the Forced To Flee Volunteer Agreement is to have their Membership terminated with immediate effect and is barred to have their Membership reinstated for a minimum of four calendar years.

14. All Members are obliged to regularly update themselves with policies, procedures, rules and regulations communicated to them and/or publicly available at [forcedtoflee.co.uk/governance](https://forcedtoflee.co.uk/governance).

### ***REGULATION B: MEETINGS & OFFICIAL PROCEDURES***

1. All Members are entitled to attend any meeting of the organisation, other than those reserved for its Trustees.
2. All active Members are expected to attend any meetings of the organisation they should be present at.
  - a. Any Member who repeatedly fails to attend any meetings of the organisation called and recorded within one calendar year may have their Membership terminated.
3. Any active Member at a meeting of the organisation with at least one recognised authority present may propose to amend the Forced To Flee Volunteer Agreement or propose to incorporate a new regulation, policy, procedure, or rule;
  - a. A recognised authority must hold a vote of the present Members to accept or reject the proposal and make the relevant changes should the proposal be agreed to;
  - b. In the event of a tie, the longest serving recognised authority is to have the deciding vote.
4. Any recognised authority is able to make an amendment to the Forced To Flee Volunteer Agreement.

### ***REGULATION C: CODE OF CONDUCT***

1. Every Member must be treated with respect and dignity.
2. Every Member is able to take part freely.
3. Every Member has an idea, belief, and opinion which they must be allowed to express unless it is of a discriminatory nature or not in line with the values of Forced To Flee.
4. Forced To Flee has a zero-tolerance policy on;
  - a. Discrimination of any kind;
  - b. Bullying of any kind;
  - c. Racism of any kind;
  - d. Misogyny of any kind;
  - e. Abuse of any kind.
5. Forced To Flee has a responsibility and a duty to ensure the safety, security, and protection of all its members when working in their capacity as a Member.
6. All communications, via any platform, must be respectful and appropriate at all times.
7. All communications on social media, when acting as a Member or representing the organisation externally, should be appropriate to the work, nature and values of the organisation.
8. Forced To Flee and its Members should never release any personal information about any of its members to any person or third party without legal instruction to do so or without written consent from the person whose information is to be shared.
9. Members are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed to as a member, even after termination of their Membership.
10. Members are to feel included and any space, physical or otherwise, hosted by Forced To Flee is to be safe and inclusive and allow for collaboration.
11. Members are expected to uphold the values of Forced To Flee;
  - a. Equality, diversity, collaboration, advocacy, and education.
12. Members will not use nor possess, distribute, or be under the influence of illegal substances at any time when acting in the capacity as a member of Forced To Flee.

13. Members are never to physically fight or threaten violence of any kind.
14. Members are expected to comply with all national, local, and international laws.
15. Any Member who fails to comply with Regulation C will have their Membership terminated with immediate effect under Regulation A (13).
16. Members should adhere to Forced To Flee's Equality, Diversity & Inclusion Policy.

#### ***REGULATION D: DATA PROTECTION***

1. In accordance with the Data Protection Act 2018, Forced To Flee will verify that any personal data will be used according to data principles.
  - a. This includes;
    - i) Making sure the information provided is used fairly, lawfully, and transparently;
    - ii) Making sure the information is used for specified and explicit purposes;
    - iii) Making sure the information is used in a way that is adequate, relevant, and limited to only what is necessary;
    - iv) Making sure the information is accurate and where necessary kept up to date;
    - v) Making sure the information is not kept longer than necessary;
    - vi) Making sure the information is handled in a way that makes sure there is appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.
2. All Members are expected to comply with the UK Data Protection Act 2018

#### ***REGULATION E: EXTERNAL COMMUNICATIONS & REPRESENTATION***

1. Any Member must get consent from a recognised authority to write, act, speak on behalf of, or use the name of the organisation for reasons that have not previously agreed with the organisation.
2. All communications with external bodies and persons should be done through official channels, in a polite and respectful way.
3. Any time a Member acts or engages with anyone via Forced To Flee official communication channels, including email or otherwise, on behalf of the organisation (i.e., sent there via Forced To Flee contacts or using Forced To Flee's name), is a representative of the organisation and should uphold the values of the organisation, and the communication should be relevant to and reflect the organisation's work and mission;
  - a. If a Member wishes to use a Forced To Flee communication channel for non-organisational business, it must be approved with a recognised authority first;
  - b. When a Member sends any email related to Forced To Flee externally, they should always copy (cc) a recognised authority.
4. No Member should bring the organisation into disrepute or publicly criticise the organisation whilst still their Membership is active.

#### ***REGULATION F: MENTAL HEALTH & WORK***

1. All Members are expected to work voluntarily as much as they can for Forced To Flee and its connected purposes.
2. All Members are expected to meet deadlines and handle a light workload.
3. All Members should prioritise their mental health and other educational, family, or paid contractual commitments.
4. All Members should inform a recognised authority if the workload for Forced To Flee is getting too heavy and their mental health is suffering as a result.
5. All Members are able to delegate their tasks to other Members, if they accept.

6. All Members should inform a recognised authority of any internal or external problems hindering their participation in activities related to the organisation.
7. All Members should expect Forced To Flee to be compassionate and try its best to make alternative arrangements as far as possible.
8. All Members should feel supported and empowered.

## **OFFICIAL STATEMENT ON BEHALF OF THE ORGANISATION**

The Forced To Flee Volunteer Agreement contains the following Regulations:

1. Regulation A: Membership
2. Regulation B: Meetings & Official Procedures
3. Regulation C: Code of Conduct
4. Regulation D: Data Protection
5. Regulation E: External Communications & Representation
6. Regulation F: Mental Health & Work

The aforementioned Regulations are to be observed and followed by all Members of the organisation. They reflect the latest rules, policies, and procedures for Membership of Forced To Flee. This document should be kept for your records.

The last amendment to the Forced To Flee Volunteer Agreement was 30 June 2023.



***Aryan Sanghrajka (Founder)***  
on behalf of Forced To Flee

