

BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

1.	<p>NAME</p> <p><i>The legal name</i></p>	<p>The name of the group shall be the Byfield Good Neighbour Scheme, hereafter called “the Scheme”</p>
2.	<p>STATUS</p> <p><i>The type of organisation & what that means</i></p>	<p>The Scheme is a “Voluntary Community Organisation”.</p> <p>Its legal status is as an “Unincorporated Community Association”.</p> <p>No volunteer is entitled to any payment for services rendered, but may be reimbursed any reasonable expenditure incurred in providing such services.</p> <p>We are not a registered charity (as our annual income is under £5000), but have ‘charitable aims’.</p>
3.	<p>AIMS AND OBJECTS</p> <p><i>What we want to do</i></p>	<p>To support people in need in the local community of Byfield in order to improve their quality of life. This support provision includes but is not limited to befriending, domestic support, and household assistance with the help of local volunteers.</p> <p>To foster a closer community through increased engagement with each other.</p>
4.	<p>POWERS</p> <p><i>What it can do</i></p>	<p>To support those in need in the local community through practical assistance</p> <p>To raise funds to be used only for promoting the objectives of the Scheme.</p> <p><i>In exercising this power, the committee must not undertake any substantial trading activity and must comply with any relevant statutory regulations</i></p> <p>To co-operate with other charities, voluntary bodies and statutory bodies in furtherance of the objects or</p>

BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

		<p>similar charitable purpose and to exchange information and advice with them</p> <p>To reimburse out of pocket expenses <i>to any volunteer or member of the Management Committee for services, rendered to the Scheme, provided that the level of expenses is reasonable and proper. Expenses should be agreed by the Committee, in advance of spending, where possible.</i></p> <p>To do anything else within the law that promotes or helps to promote the objects</p>
<p>5.</p>	<p>MEMBERSHIP AND OFFICERS</p> <p><i>How it is organised</i></p>	<p>Membership of the scheme shall be open to residents of Byfield aged 18 or over who take on a volunteer role within the scheme.</p> <p>A membership will lapse if they have no contact with the Scheme for 2 years.</p> <p>The Honorary Officers of the Scheme are :</p> <p>Chair Vice-Chair Treasurer Secretary Volunteers’ Co-ordinator Users’ Representative</p> <p style="text-align: right;"><i>See Role Descriptions</i></p>
<p>6.</p>	<p>MEETINGS</p> <p><i>When and how often will meetings be held</i></p>	<p>An Annual General Meeting (AGM) shall be held each year in the month of May or as soon as practicable after that date, open to all members and the public.</p> <p>The Management Committee Meetings will be held as often as necessary. <i>At least one Committee Meeting per quarter open to the membership to attend. Details of the public</i></p>

BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

		<p><i>meetings to be advertised on the website and Minutes to be displayed there. Only Committee Members to vote on motions.</i></p> <p>An Extraordinary General Meeting (EGM) shall be convened by a majority decision of the Management Committee or on the written request of five ordinary members lodged with the Secretary.</p> <p>Notice of meetings – minimum of clear 14 days and due public notice shall be given for all meetings where non-Committee Members might attend.</p> <p>Quorum - The quorum for a General Meeting shall be at least five ordinary members as well as the available Management Committee members</p> <p><i>If there are insufficient members in attendance, the meeting will be postponed for 14 days. At the second meeting those in attendance will be deemed to be the quorum</i></p> <p>The quorum for Management Committee Meetings shall never be less than one third of the total number of committee members or three committee members, whichever is the greater</p> <p>Chair - Unless not present at the meeting, or being unwilling to do so, the Chairperson of the Management Committee will chair at any General Meeting</p> <p><i>In the absence of the Chairperson, a temporary chairperson will be elected from the management committee members present, by a majority of the ordinary members present</i></p>
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BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

<p>7.</p>	<p>GOVERNANCE</p> <p><i>Who is going to run it and what are their responsibilities</i></p>	<p>A Steering Group has been formed to set up and initiate the Good Neighbour Scheme, with support from Daventry DC and Northants ACRE, to be superseded by the first elected Management Committee.</p> <p>The Steering Group shall be appointed at the inaugural meeting of the Scheme and shall hold office until the first AGM, and be superseded thereafter by the Management Committee.</p> <p>The Management Committee shall comprise at least 5 members.</p> <p><i>The Management Committee shall make all arrangements for the provision of services to meet the Aims and Objectives of the organisation, including arranging the necessary insurance and safeguarding responsibilities</i></p> <p>The members of the management committee shall be elected, by those ordinary members present, at each Annual General Meeting (AGM) to hold office until the next AGM when they will automatically retire</p> <p><i>Members of the management committee may offer themselves for re-election at subsequent AGMs</i></p> <p>The Honorary Officers will be elected annually by the management committee at the first meeting following the AGM</p> <p><i>The first Honorary Officers shall be appointed by the Steering Group</i></p> <p>Vacancies - In the event that an Honorary Officer position becomes vacant prior to an AGM, the management committee are authorised to co-opt a member of the organisation to fill the vacancy until the next AGM</p>
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BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

		<p>The Management Committee are authorised to co-opt new members onto the committee and such co-opted members will hold office until the next AGM</p> <p>Removal – A Member of the Management Committee shall cease to hold office if they :</p> <ul style="list-style-type: none"> a) been convicted of an offence involving dishonesty or deception; b) have been removed by the Charity Commissioners or by any court r under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of any body c) fail to carry out their duties for 3 months or more d) have become incapable through personal circumstances to carry out their duties e) resign with 1 month’s notice
<p>8.</p>	<p>BANK ACCOUNTS</p> <p><i>Who has access to the money</i></p>	<p>All funds of the organisation shall be held in a bank account opened in the name of the organisation <i>apart from a cash float of up to £50 to be held by the treasurer to enable the payment of minor expenditure items</i></p> <p>The Authorised Signatories will be appointed at Committee Meetings, up to a maximum of 6. <i>Signatories must not be related to each other</i></p> <p>Cheques on the account must be signed by two authorised signatories, excluding the treasurer, as nominated by the management committee.</p> <p>The Treasurer is authorised to use internet banking as and when appropriate. <i>All electronic transactions must be approved by two other signatories, by email, before they take place</i></p>

BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

<p>9.</p>	<p>FINANCIAL ACCOUNTING</p> <p><i>How we keep track of the money</i></p>	<p>The Treasurer will maintain records of all income and expenditure including a bank reconciliation statement, and will present a financial report at each Management Committee Meeting.</p> <p>The Treasurer will prepare an annual income and expenditure statement at the end of the organisation’s financial year (31st March or other such date as may be agreed), in time for this to be issued with the notice of the AGM</p> <p>The Treasurer will arrange for the income and expenditure statement to be subject to an independent review by a suitable person, or to an audit if the annual expenditure is such that legislation requires the accounts to be audited</p>
<p>9.</p>	<p>INDEMNITY</p> <p><i>Liabilities</i></p>	<p>No member of the Management Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Management Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.</p>
<p>10.</p>	<p>CHANGES TO THE CONSTITUTION</p> <p><i>Making changes to how the Scheme works</i></p>	<p>This constitution may only be altered by a two thirds majority vote of the members present at an AGM or Extraordinary General Meeting for which the required notice has been given</p> <p style="text-align: center;"><i>Any such notice must clearly set out the proposed amendment/s to the constitution</i></p>

BYFIELD GOOD NEIGHBOUR SCHEME – OUR CONSTITUTION

11.	DISSOLUTION <i>Closing down the Scheme</i>	<p>Should it become necessary to wind up the organisation, any residual funds or other assets shall be donated to a local charity or village organisation which needs funds to continue their work in the village of Byfield</p> <p>Any decision to wind up the organisation will only be made after a General Meeting has been convened for this purpose giving fourteen days public notice of the meeting</p> <p>A majority vote of at least three quarters of those ordinary members present must confirm the decision to wind up the organisation and the charity or charities which are to receive any residual funds or assets</p>
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We certify that this is the Constitution of the Byfield Good Neighbour Scheme which was adopted at a meeting held on:

Date:

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Chairperson:

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Secretary:

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