

# **CLAYDON AND BARHAM GOOD NEIGHBOUR SCHEME CONSTITUTION**

**Version 2 – adopted 11th May 2021**

## **STATUS**

The organisation is a not for profit organisation. No member is entitled to any payment for services rendered but may be reimbursed any reasonable expenditure incurred in providing such services.

## **AIMS**

To provide short term help to the residents of Claydon and Barham such as domestic support and household assistance, with the use of local volunteers. Also, to encourage self-help and friendship within the local community.

## **MEMBERS**

A member is any individual or organisation who has supported the GNS through volunteering their time or giving financial support in the past 12 months. (All members details are retained for contact purposes to invite to meetings in accordance with GDPR.)

An Annual General Meeting shall be held each year in the month of April or as soon as practicable after that time.

An Extraordinary General shall be convened by a decision of the management committee or on the written request of three members lodged with the Secretary who shall issue Notice of the meeting within two weeks of receiving the request.

The minimum notice of an Annual or Extraordinary General Meeting shall be a clear 14 days and notice shall be sent to all members of any such meeting, such Notice to be given by written notice left at, or sent to, each member's last known address or by email.

The quorum for a general meeting shall be one third of the number of members, or six members, whichever is the lesser. The membership is defined at the date that Notice of the meeting is issued.

Unless not present at the meeting, or being unwilling to do so, the chair of the Management Committee will take the chair at any general meeting.

## **MANAGEMENT COMMITTEE PROCEDURE**

The Management Committee shall be elected at the Annual General Meeting and shall consist of the Honorary Officers and such other members as are prepared to act as committee members and who are elected to that office.

The Honorary Officers shall comprise the Chair, Vice Chair, Secretary and Treasurer.

The members of the Management Committee shall be elected to hold office until the next Annual General Meeting.

Members of the Management Committee may offer themselves for re-election at subsequent Annual General Meetings.

The quorum for Management Committee meetings shall be set by the committee, but shall never be less than one third of the total number of committee members.

In the event that an Honorary Office becomes vacant prior to an Annual General Meeting the Management Committee are authorised to co-opt a member of the organisation to fill the vacancy until the next Annual General Meeting.

The Management Committee are authorised to co-opt new members of the committee, such co-opted members to hold office until the next Annual General Meeting.

The Management Committee shall make all arrangements for the provision of services to meet the Aims of the organisation.

## **BANK ACCOUNT**

All funds of the organisation shall be held in a bank account opened in the name of the organisation, apart from a cash float of up to £50 to be held by the treasurer to enable the payment of minor expenditure items.

Cheques on the account shall be signed by two authorised signatories as nominated by the Management Committee.

## **ACCOUNTS**

The Treasurer will maintain records of all Income and Expenditure and will present a financial report to each Management Committee meeting detailing income received and expenditure incurred since the last committee meeting, current balance of funds held and any items of income or expenditure known to be expected.

The Treasurer will prepare an Income & Expenditure Statement at the end of the organisation's financial year at 31st March annually or such other date as may be agreed, in time for this to be issued with Notice of Annual General Meeting.

The Treasurer will arrange for the Income & Expenditure statement to be subject to an independent review by a qualified person, or to an audit if the annual expenditure is such that legislation requires the accounts to be audited.

## CHANGES TO THE CONSTITUTION

The Constitution may be altered by a two thirds majority resolution of the members present at an Annual General Meeting of which the required Notice has been given, and which clearly sets out the proposed amendment/s to the Constitution.

**Dissolution.** Should it become necessary to wind up the organisation any residual funds or other assets shall be donated to a local charity or charities.

## DECLARATION OF ADOPTION

This Constitution was approved and adopted at the Annual General Meeting held on 11th May 2021.



Kerry Overton, Chair



Rebecca Whitefield, Secretary

11th May 2021

Date Signed