



# Constitution

## The Group

The name of the group is Radley Good Neighbours, and it is a non-profit organisation.

## Aims

1. To encourage a strong community spirit with a clear sense of belonging for those in the Radley Civil Parish area;
2. To work with local people to identify the needs of the community;
3. To match volunteers with clients to meet those needs;
4. To work with other agencies in order to meet those needs; and
5. To develop trust and mutual support between the community, volunteers and these agencies.

## Structure

The scheme includes Clients, Volunteers and Committee Members:

- a. Clients are people who live in Radley Civil Parish and who find it difficult to carry out normal day-to-day tasks such as shopping, collecting prescriptions, DIY etc. or are in need of companionship. They may include vulnerable, elderly or disabled people; single parents; young mothers; and anyone else in need of help.
- b. Volunteers live in and around Radley and are able to provide the support and safely carry out the tasks which the Clients find impossible / difficult to do.
- c. Committee Members are elected from within the volunteer population.

## Membership

1. Membership is automatic to all volunteers and committee members.
2. All members shall have an equal vote.
3. All members will be subject to the regulations of the Constitution and by joining the group will be deemed to accept the regulations and codes of practice that the group has adopted.

## The Committee

1. A Committee shall be elected to carry out the business of the group.
2. The Committee shall be made up of a secretary, a chairperson, a vice chair, a treasurer and up to 5 elected members.
3. The Committee may co-opt a further 3 members as required.
4. The Committee shall be elected at the Annual General Meeting.
5. The Committee shall meet at least 3 times per year.
6. Minutes of Committee meetings shall be made available to all members on request.
7. Committee Members will step down each year at the AGM and make it known if they wish to stand again.
8. Only Committee Members shall have the right to vote at committee meetings.
9. The Committee shall appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business.



### **Finance**

1. All money raised by or on behalf of the group is to be used only to further the aims of the group.
2. The Treasurer shall operate a bank account in the name of the group.
3. Cheque signatories will be nominated by the Committee, one of whom must be the Treasurer. There shall be three signatories available. These shall not be from the same household or related in any way.
4. All cheques and instructions to the group's bankers shall require two of the agreed signatories. These will normally be the Chairperson and Treasurer. If either the Chairperson or Treasurer is absent, their signing authority is delegated to the third signatory.
5. The Treasurer shall have the accounts checked by an independent person with adequate financial experience.
6. The accounts shall be made available to members at the AGM.

### **Annual General Meetings**

1. Notice of Annual General Meetings (AGM) will be given by the scheme Secretary to all Members with not less than 21 days' notice.
2. There shall be an Annual General Meeting held every June, at which the Committee will report on its work; present a statement of accounts, and resign.
3. The AGM shall elect the Officers and Committee Members for the next year.
4. The AGM shall vote on any recommendations and amendments to the Constitution.
5. The Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM. A call for an SGM must be supported by at least two thirds of Committee Members.

### **Quorum**

1. No AGM shall take place if less than 50% of Committee Members are present.
2. No committee meeting shall take place if less than 50% of Committee Members are present.

### **Change to constitution**

1. The Constitution may only be altered at an AGM or at an SGM called for that purpose.
2. Suggested changes must be handed to the Secretary 21 days before the meeting.
3. Changes must be agreed by two thirds of the members present.

### **Voting**

1. Any Member may make a proposal, which must be seconded or supported by someone else
2. Only Members present may vote.
3. No Member may exercise more than one vote.
4. In the event of equal vote the Chairperson shall have the casting vote.

### **Dissolution**

1. The group may only be dissolved at a Special General Meeting called for that purpose and advertised 21 days before the meeting.
2. A proposal to dissolve the group shall take effect only if agreed by two thirds of the members present
3. Any assets (financial or otherwise) remaining after payment of all debts and liabilities shall be given to charitable purposes, as agreed by the members at the meeting.