

Barcombe Good Neighbours Scheme

Constitution

Status:

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

Aims:

- To provide short term help to the communities of Barcombe, Barcombe Cross, Barcombe Mills, Spithurst and Town Littleworth. This help is to cover tasks such as transport, domestic support and household assistance, with the use of local volunteers.
- To encourage self-help and friendship within the community.

Management Committee

- The first Management Committee shall consist of members of the Steering Group elected at the inaugural meeting and shall hold office until the first Annual General Meeting (AGM).
- The first Honorary officers shall be appointed by the Management Committee.
- The Management Committee shall be elected at the AGM 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 Chairman, Secretary and Treasurer.
- The members of the Management Committee shall be elected to hold office until the next AGM.
- Members of the Management Committee may offer themselves for re-election at subsequent AGMs.
- The quorum for the Management Committee shall be set by the committee, but shall never be less than one third of the total number of committee members, as at the date that notice of meeting is issued.

- In the event that an Honorary Office 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.
- The Management Committee are authorised to co-opt new members of the committee, such as co-opted members to hold office until the next AGM.
- The Management Committee shall make all arrangement for the provision of services to meet the Aims of the organisation.

Members

- An AGM shall be held in each year in the month of April or as soon as practicable after that time.
- An Extraordinary General Meeting 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 the notice of the meeting within two weeks of receiving the request.
- The minimum notice of any general meeting shall be a clear 14 days and notice shall be sent to all members. Such notice to be given or sent to each members address or by e-mail.
- The quorum for a general meeting shall be one-third of the number of members as at the date that the notice of the meeting was issued.
- Unless not present at the meeting, or unwilling to do so, the Chair of the Management Committee will take the chair at any general meeting.

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 authorised by two authorised signatories and 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 or expenditure known to be expected.
- The treasurer will prepare an Income and 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 the notice of the AGM.
- The treasurer will arrange for the Income and 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 account to be audited.
- The treasurer will maintain records of the activity of the organisation, including number and type of clients helped, job analysis and volunteer hours used and present these to the Management Committee and the AGM, as requested.

Changes to the Constitution

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

Winding Up

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

Confirmed as adopted at a meeting of the Management Committee held on:

Date

Chairperson

Treasurer

Secretary