**CONSTITUTION**

**Woodhouse and Woodhouse Eaves Good Neighbour Scheme**

**(WWE GNS)**

**1 Purpose**

1.1 The purpose of the WWE GNS is to provide assistance for local residents over the age of 18, through the help of volunteers. Self-help, friendship and neighbourliness will be encouraged with the support of other organisations where necessary.

1. **Volunteers and officers**
   1. Any member of the community who is 18 years old or over may join the WWE GNS as a volunteer, subject to a clear enhanced Disclosure and Barring Services (DBS) check.
   2. The chair, secretary, treasurer and safeguarding officer(s) will be elected from the volunteers and, together with other nominated volunteers for specific tasks, will form the steering group.
2. **Meetings**
   1. The whole community will be invited to attend at least one open meeting a year, including an Annual General Meeting (AGM). Open meetings will be well advertised and the minutes will be put on the website.
   2. An open meeting quorum will be any six (6) volunteers and will include at least two (2) officers.
   3. The steering group will meet on a regular basis to discuss the everyday running of the WWE GNS and will always bring serious matters to the attention of the whole community.
3. **Changes to the constitution**

4.1 Changes to the constitution can be proposed to the steering group and ratified at an open meeting.

**5 Finance**

The treasurer will

* 1. open a bank account in the name of the WWE GNS with payments authorised by any two (2) out of five (5) signatories drawn from the steering group.
  2. keep accurate records of transactions and provide records for an annual independent examination, making specific records for funding secured.
  3. prepare financial reports which will be included in the minutes of the AGM.

1. **Safeguarding**
   1. All volunteers will have an enhanced DBS check and will have received appropriate training before undertaking any tasks.
   2. The safeguarding officer(s) will check all DBS certificates and make a record of the certificate number, the date of issue and the date it was viewed and accepted.
   3. DBS checks for all active volunteers will be renewed every three years.
   4. All suspicions or allegations of abuse will be taken seriously and dealt with speedily and appropriately by the safeguarding officer(s).
2. **Dissolution**
   1. The WWE GNS can be dissolved by a majority vote at a quorate open meeting following an application by at least four (4) volunteers.
   2. On dissolution any remaining funds will be returned to the funders or used for charitable work in the community.

Signed........................................ Signed................................................

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CHAIR (Name) TREASURER (Name)

Date:.......................................... Date:..................................................

Original constitution signed 04/08/16

Amended on 27/09/16 (rev A)

Amended on 03/02/17 (rev B)