

CONSTITUTION

Woodhouse and Woodhouse Eaves Good Neighbour Scheme

Name of Group

The name of the organisation shall be the **Woodhouse and Woodhouse Eaves Good Neighbour Scheme** hereafter called the Scheme.

Purpose

The purpose of the Scheme shall be to:

Provide short term help to the residents of Woodhouse and Woodhouse Eaves, including transport, domestic support and household assistance, by the use of local volunteers. The Scheme shall also endeavour to encourage self- help, friendship and neighbourliness within the local community in conjunction with other groups and statutory services.

Ensure that as far as possible, projects are carried out in line with the wishes of the community.

Membership and Officers

Membership of the Scheme shall be open to any member of the community who wishes to join and who is 18 years old or over.

Chair, Secretary, Treasurer and Safeguarding Representatives shall be elected from within the Scheme and, together with other nominated persons for specific tasks, will form the Management Group.

A quorum shall be any four (4) regular members of the Scheme and will include at least one officer.

Key local groups and organisations will be invited to have representation at the meetings.

Meetings

Shall be held on a regular basis and shall be well advertised and open to the whole community. Minutes shall be taken of all meetings and made available to all members of the Scheme and members of the community.

Changes to the constitution

Changes to the Constitution can be made on application to the officers of the Management Group by any four (4) unrelated members of the Scheme and should be ratified at an Annual General Meeting by a quorum of the Scheme members.

Finance

The treasurer shall:

- Open a bank account in the name of the Scheme with payments authorised by any two (2) out of five (5) unrelated signatories from the Management Group.
- Keep accurate records of transactions and provide such records for annual audit as required, making specific records for funding secured.

- The financial accounts will be available to the community to view in public places annually.

Safeguarding

- No volunteers or committee member will have unsupervised access to vulnerable adults unless they have been through the safe recruitment procedure and have a current DBS certificate.
- All suspicions or allegations of abuse will be taken seriously and dealt with speedily and appropriately by the safeguarding officer/s.
- All volunteers will be covered by an enhanced DBS (Disclosure and Barring Services Check) prior to undertaking any tasks. The Management Group will accept submission of DBS checks that are under 2 years old and can help with the process of applying for a new DBS check if necessary.
- Nominated Management Group members will have sight of all presented certificates and make a record of the date it was viewed and accepted.
- DBS checks for all active volunteers will be renewed every two years. The Management Group will record the certificate number and date of issue for all DBS certificates.

Dissolution

The Scheme will be dissolved with the agreement of a majority of the Management Group following an application by at least four (4) unrelated members at an open meeting, attended by at least three members of the Management Group and open to all members of the community.

On dissolution any outstanding funds shall be returned to the funders from whence they came or, if these cannot be identified, used for charitable work within 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