

# CONSTITUTION OF BEREKO COMMUNITY PARTNERSHIP

## 1 Name

1.1 The name of the Group shall be Bereko Community Partnership.

## 2 Aims

2.1 The aims of the Group shall be to:

2.1.1 Represent organisations in Paddock Wood, to include St Andrew's Church, Paddock Wood Primary School, Mascalls Secondary School, Paddock Wood Town Council and other bodies in dealings with the community link with Bereko, Kondoa District, Tanzania.

2.1.2 Organise trips between people from Bereko, Tanzania and Paddock Wood, England

2.1.3 To undertake activities such as social events, raising community awareness, fund raising and ensuring good communications (this is not an exhaustive list), which support the relationship between the communities.

## 3 Powers

3.1 In order to achieve its aims the Group may:

3.1.1 Raise money

3.1.2 Open bank accounts

3.1.3 Take out insurance

3.1.4 Employ staff

3.1.5 Acquire and manage buildings

3.1.6 Organise courses and events

3.1.7 Work with other groups and exchange information

3.1.8 Do anything that is lawful which will help it to fulfil its aims

## 4 Membership

4.1 Membership of the Group shall be open to any person over 18 or any organisation living or located in the United Kingdom who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group.

4.2 Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

4.3 Every individual member and each organisation shall have one vote at General Meetings.

4.4 The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

4.5 Each organisation shall nominate a representative to be elected to the Management Committee and notify the Secretary of that person's name.

4.6 The first members of the Management Committee are to be the Bereko Committee members as at 30 September 2015.

## CONSTITUTION OF BEREKO COMMUNITY PARTNERSHIP

### 5 Management

- 5.1 The Group shall be administered by a Management Committee comprising the Officers and not more than twelve other members elected at the Group's Annual General Meeting (AGM).
- 5.2 The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- 5.3 The Management Committee shall meet at least two times a year.
- 5.4 The Chairperson shall Chair all meetings of the Group and in his/her absence the Group shall nominate a Chair for the meeting.
- 5.5 The quorum for Management Committee meetings shall be three members.
- 5.6 Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- 5.7 The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.
- 5.8 The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

### 6 Duties of the Officers

- 6.1 The duties of the Chairperson are to:
  - 6.1.1 Chair meetings of the Committee and the Group
  - 6.1.2 Represent the Group at functions/meetings that the Group has been invited to and act as spokesperson for the Group when necessary
- 6.2 The duties of the Secretary are to:
  - 6.2.1 Take and keep minutes of meetings
  - 6.2.2 Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
  - 6.2.3 Maintain the membership list
  - 6.2.4 Deal with correspondence
  - 6.2.5 Collect and circulate any relevant information within the Group
- 6.3 The duties of the Treasurer are to:
  - 6.3.1 Supervise the financial affairs of the Group
  - 6.3.2 Keep proper accounts that show all monies collected and paid out by the Group

### 7 Finance

- 7.1 Any money obtained by the Group shall be used only for the Group.
- 7.2 Any bank accounts opened for the Group shall be in the name of the Group.

## CONSTITUTION OF BEREKO COMMUNITY PARTNERSHIP

7.3 Any cheques issued shall be signed by the Treasurer or Chairman and one other member of the Management Committee.

### 8 Annual General Meeting

8.1 The Group shall hold an Annual General Meeting (A.G.M.) in the month of April.

8.2 All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be three members.

8.3 All members shall receive at least seven days notice of the business of the A.G.M. , which shall include:

8.3.1 Receiving a report from the Chairperson on the Group`s activities over the year

8.3.2 Receiving a report from the Treasurer on the finances of the Group

8.3.3 Electing a new Management Committee and

8.3.4 Considering any other matter as may be decided.

### 9 Special General Meeting

9.1 A Special General Meeting may be called by the Management Committee or by any three members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

### 10 Alterations to the Constitution

10.1 Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

### 11 Dissolution

11.1 The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on 12 January 2016.

**Signed by:**

<u>Chairperson:</u> Sue Chalkley (St Andrew's Church)	<u>Treasurer:</u> Peter Crouch (St Andrew's Church)
<u>Secretary:</u> Diana Allen (Scouts)	

## CONSTITUTION OF BEREKO COMMUNITY PARTNERSHIP

Other Committee members:

Barbara Farnham (St Andrew's Church)

Lorraine Sinyard (Mascalls Academy)

Rev'd Canon Bryan Knapp (St Andrew's Church)

Alan Smith (St Andrew's Church)

Cllr Ray Moon (Paddock Wood Town Council)

Mary Smith (St Andrew's Church)

Rachael Reedman (Paddock Wood Primary School)

Rachel Smith (Operation Tanzania)

Katie Pointing (Paddock Wood Primary School)