



Collingham & District Village Care Constitution

- 1) Aim – to further such general charitable purposes as the Trustees deem fit for the benefit of residents of Collingham and District, in particular but not exclusively to promote and protect their good health and to provide facilities for recreation and leisure time occupation for people who have need of such facilities by reason of their youth, age, infirmity or disablement, are experiencing loneliness or are at risk of isolation, in the interest of social welfare and with the object of improving the quality of life of the said inhabitants.
- 2) The Committee shall call an Annual General Meeting to be held before the end of September each year, which all residents of Collingham and District may attend. Any matters arising at the meeting will be referred to the Committee for a decision where necessary. At the AGM the Treasurer will present the annual audited accounts and Reports will be heard from all relevant officers. The Village Care Committee shall serve for a period of one year, and the election of Officers, to include Chairperson, Treasurer, General Secretary and Transport Co-ordinators (plus Auditor) will take place. The Committee may co-opt up to 7 additional Members.
- 3) The Committee shall meet at least six times a year, one of which may be the AGM. At Committee Meetings, two thirds of Elected Officers and Committee Members will constitute a quorum, with the Chairperson having the casting vote, if required. At the AGM, two thirds of Village Care Members will constitute a quorum, with the Chairperson having the casting vote, if required. Medical Centre representatives may attend Committee meetings in a supportive role, but have no voting rights.
- 4) The Committee shall oversee the work of the Collingham Volunteer Transport Scheme, which is provided solely for the benefit of the patients registered with the Collingham Medical Centre, plus any other services that Collingham & District Village Care may provide from time to time, and ensure that they are operated in line with the terms and conditions of grant giving bodies.

- 5) All volunteers who have direct contact with service users, shall be in possession of a clear, Disclosure & Barring Service (DBS) check – previously Criminal Records Bureau (CRB).
- 6) The Committee shall be empowered to terminate the role of an appointed Committee member if it considers the responsibilities of that office are not being carried out satisfactorily.
- 7) All monies received from whatever source, shall be used solely to support the stated aims of Collingham & District Village Care.
- 8) It is recognised that conflicts of interest may occur amongst Committee members and volunteers, who acknowledge their obligations to declare and manage these. In the event of a conflict, the guidance offered by the Charity Commission 'A guide to conflict of interest for Charity Trustees' would be adopted.
- 9) The Treasurer shall maintain proper books of account that shall be audited annually, based upon a financial year running from 1st April to 31st March.
- 10) The Committee holds all funds donated to Collingham & District Village Care in trust, for the benefit of the residents of Collingham and District. In the event of Collingham & District Village Care disbanding, the funds would revert to the Collingham Medical Centre to relieve the charitable needs of the residents of Collingham and District.
- 11) Changes may be made to this Constitution, only when proposed at the AGM, and by two thirds of the Members voting in favour. Written proxy and postal votes must be counted.
- 12) The Committee shall review the Constitution annually. Collingham & District Village Care is a non-political group; an Equal Opportunities organisation and is governed by the laws of England and Wales.
- 13) Where 'Members' are mentioned in this Constitution, it refers to all Trustees, currently elected Officers and Committee members, plus Volunteer Drivers, all of whom will enjoy full voting rights.

Reviewed: 11 October 2017