

# PAKEFIELD COMMUNITY GROUP & GOOD NEIGHBOUR SCHEME CONSTITUTION

## 1. Name

The group shall be named: Pakefield Community Group (PCG) & Good Neighbour Scheme (GNS)

For the purpose of this document it shall be referred to as PCG

## 2. Aims

The PCG aims shall be to:

- (a). Provide a volunteer based service to all residents of Pakefield
- (b). Organise fundraising and social events to support and enhance the wellbeing and vibrancy of Pakefield and its residents
- (d). Take forward any issues of concern with the relevant authorities

## 3. Actions

To enable the PCG to achieve its aims, it may:

- (a). Raise funds
- (b). Open and manage bank accounts in the name of PCG
- (c). Procure insurance policies in the name of PCG
- (d). Employ staff
- (e). Acquire and manage buildings or land

## 4. Membership

- (a). Membership of the PCG shall be open to any person over the age of 18 and resident in Pakefield and the surrounding area without regard to nationality, gender, race or creed
- (b). All members are encouraged to support the community in the role as a volunteer in the GNS. Volunteers will be required to undertake an induction course, and some community tasks may require a 'Disclosure and Barring Service' (DBS) certificate.
- (c). All members are required to be aware and comply with the rules and policies of PCG
- (d). PCG welcomes the membership of any group, organisation or charity that shares the same interests.
- (e). Membership of the PCG can be terminated for good reason by the Management Committee.

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#### 5. Meetings

- (a). An Annual General Meeting (AGM) shall be held each year in the month of April or as soon as practical after that time.
- (b). An Extraordinary General Meeting shall be convened by a decision of the Management Committee or on written request of three members lodged with the secretary who shall issue notice of the meeting within two weeks of receiving the request.
- (c). The minimum notice of any General Meeting shall be a clear 14 days. Written notice shall be sent to all members by their preferred method.
- (d). The quorum for any meeting shall be one third of the membership or management committee

#### 5. Management

- (a). PCG shall be administered by a Management Committee comprising of the appointed officers and not more than five other members elected at the PCG Annual General Meeting (AGM)
- (b). The Officers of the Management Committee shall be: Chairperson, Treasurer and Hon Secretary
- (c). Officers will stand for re-election following 3 years of service
- (d). Committee members will stand for re-election annually.
- (e). The quorum for all Management Committee meetings shall be 3 members
- (f). The Management Committee shall meet on a regular basis, no less than four times a year
- (g). In the interim period between AGM's, the Management Committee may fill a committee vacancy

#### 6. Finance

- (a). Any funds received by PCG shall be used only to promote the aims of the group.
- (b). The Treasurer will prepare an annual income and expenditure statement at the end of the PCG financial year and present to a qualified person for review.
- (c). A statement of income and expenditure shall then be issued to members with the notice of the AGM

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7. Amendments to this Constitution

- (a). Providing the necessary notice is given, and the changes are clearly stated, this constitution may be amended by a two thirds majority of members present at an Annual/Extraordinary General Meeting
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8. Dissolution

- (a). If for whatever reason it is felt that PCG can no longer achieve its aims, a recommendation for dissolution must be submitted in writing to all members by the Management Committee. This shall be done no less than fourteen days before the date of any Extraordinary General Meeting called.

This amended constitution was duly adopted at a Management Committee meeting of the Pakefield  
Community Group

21/01/2021 [date]

Signed by:



Chairperson