

CONSTITUTION

1. Aim – to make provision for the health related and social needs of the patients registered with the Collingham Medical Centre and to improve their quality of life.
2. The Committee shall consist of a Chairperson, Secretary, Treasurer and a Transport Officer. The Committee may co-opt up to five other members. The Village Care Committee shall serve for a period of one year. Medical Centre representatives may attend committee meetings in a supportive role, but have no voting rights.
3. Nominations for election of officers and members of the committee will take place at the AGM.
4. The Committee shall meet at least six times a year, one of which may be the AGM.
5. The Committee shall be empowered for overseeing the work of the Collingham Volunteer Transport Scheme and to ensure that it operates in line with the terms and conditions of grant giving bodies.
6. All volunteers who have direct contact with service users, including any vulnerable adults, shall be in possession of a clear Criminal Record Bureau (CRB) check.
7. The Committee shall be empowered to terminate an office if it considers the responsibilities of that office are not being carried out satisfactorily.
8. The Committee shall hold an Annual General Meeting before the end of April each year, which all residents in 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 accounts. Reports will be heard from all relevant officers followed by the Election of Officers and Committee members.
9. All monies received, from whatever source, shall be solely used to support the stated aims of Collingham and District Village Care.
10. It is recognised that conflicts of interest may occur and we have a note of our 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.
11. The Treasurer shall maintain proper books of account that shall be audited annually, based upon a financial year running from April 1st to March 31st.
12. The Committee holds all funds donated to Collingham & District Village Care in trust, for the benefit of the Medical Centre and the residents of Collingham and District. In the event of Collingham & District Village Care disbanding, the funds would revert to the Collingham Medical Centre for uses that will benefit the residents of Collingham and District.
13. Changes may only be made to this Constitution by two thirds of the Committee voting in favour. Written proxy and postal votes must be counted.
14. The Committee shall review the Constitution annually. 'Collingham and District Village Care' is a non-political group; an Equal Opportunities organisation and is governed by the laws of England and Wales.