

## **KINGSHOLM AND WOTTON NEIGHBOURHOOD PARTNERSHIP CONSTITUTION**

### **1) NAME**

The name of the group shall be Kingsholm and Wotton Neighbourhood Partnership, hereafter referred to as the Partnership.

### **2) AREA**

The Partnership includes the wards of Kingsholm and Wotton, covering the area bounded by the Wotton Brook, Northern By-pass and St. Catherine's Viaduct (new cut of River Severn) to the junction with the Railway Embankment, then south-east following the railway line to the Wotton Brook.

### **3) AIM**

The aim of the Partnership is to act in the best interests of the community, independent of any organisation or political influence.

### **4) OBJECTIVES**

The objects of the Partnership shall be to:

- act in the best interests of the community to bring together residents, councillors, service providers, voluntary community groups and businesses to identify local needs and aspirations
- provide opportunities for the local community to participate in decisions that relate to what happens in their neighbourhood
- improve the area known as Kingsholm and Wotton for the benefit of the residents of the area
- encourage the goodwill and involvement of the wider community, and foster community spirit and encourage civic pride

### **5) POWERS**

In furtherance of the objectives, but not otherwise, the Co-ordinating Committee may exercise the power to:

- promote the health and wellbeing of the residents of the area through working together as residents irrespective of age, sex, ethnicity, ability, religion, sexual orientation or political view
- promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with other groups and organisations
- invite and receive contributions and raise funds where appropriate to finance the work of the Partnership, and to operate a bank account to manage such funds
- publicise and promote the work of the Partnership and organise meetings, training courses, events or seminars, etc
- work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations
- employ staff and volunteers (who shall not be members of the Coordinating Committee) as are necessary to conduct activities to meet the objectives

### **6) MEMBERSHIP**

Membership shall be open to anyone who is resident in the partnership area as defined above, or who represents an organisation delivering a service within the area and has an interest in assisting the Partnership to achieve its aims.

### **7) COORDINATING GROUP**

The Partnership shall be administered by a Coordinating Committee of no less than six people who must be residents and who must be at least 18 years of age. The Coordinating Committee may be

attended by representatives of organisations and elected members and others who may be invited, but only residents of the Partnership area will be entitled to vote.

## **8) OFFICERS**

The officers of the Committee will consist of Chairperson, Vice chairperson, Treasurer and Secretary - and any additional officers the Committee deems necessary to carry out its activities. All the officers will be elected for twelve months at the AGM, but the Chair may not serve for more than three consecutive years.

## **9) MEETINGS**

The Partnership will hold at least three public meetings a year. The Committee will meet as necessary to discuss actions and monitor progress, and to consider future developments.

- all members shall be given at least fourteen days' notice of when a meeting is due to take place, unless it is deemed as an emergency
- at least 6 committee members, including 2 elected officers, must be present in order for a meeting to take place
- it shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence
- all meetings must be minuted and accessible to interested parties
- the AGM shall take place in every calendar year
- all members are entitled to vote at the AGM
- voting in the AGM shall be made by a show of hands on a majority basis - in the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision

## **10) FINANCE**

- any money acquired by the Partnership, including donations, contributions and bequests, shall be paid into an account operated by the Coordinating Group in the name of the Group
- all funds must be applied to the objects of the Group and for no other purpose - and will not be used for the sole benefit of one person
- for their convenience, affiliated community organisations may arrange for KWNP to administer ring-fenced accounts on their behalf
- bank accounts shall be opened in the name of the Partnership, and any deeds, transfers, cheques, etc relating to the bank account shall be signed by two of the following committee members: Chairperson, Vice Chairperson, Treasurer and Secretary
- any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Partnership stays within budget
- official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Partnership
- an audited annual financial report shall be presented at the AGM, and the accounting year shall run from 01 April to 31 March

## **11) ALTERATION OF THE CONSTITUTION**

- constitution changes must be agreed by majority vote at a special general meeting or AGM
- amendments to this constitution or dissolution of the Partnership must be conveyed to the Secretary formally in writing
- the Secretary and other officers shall decide on the date of a special general meeting or AGM

## **12) DISSOLUTION**

The Partnership may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Coordinating Group.

This version of the constitution was adopted at the AGM held on 5<sup>th</sup> November 2017, and edited for presentation on the KWNP Website *wef* July 2018.