

# Pembrokeshire Volunteer Organisers Network

## Constitution

adopted on 10<sup>th</sup> September 2002

### 1 **Name**

The name of the organisation is Pembrokeshire Volunteer Organisers Network

### 2 **Aim**

The aim of the organisation is to provide a support network for people (paid or unpaid) who have responsibility for managing or coordinating volunteers.

### 3 **Objectives**

- To develop and maintain good practice in volunteering
- To provide opportunities for the exchange of information and ideas
- To access training opportunities and influence the development of future training
- To provide opportunities for peer group support
- To develop a county identity for Volunteer Managers
- To link with the West Wales Volunteer Organisers Network
- To promote voluntary action in Pembrokeshire

### 4 **Powers.**

The committee shall have the power to do all such lawful things as are necessary for the achievement of the aims.

### 5 **Membership.**

- Membership shall be open to all individuals (regardless of sex, race, religious or political opinion) paid or unpaid, working in Pembrokeshire who have responsibility for managing, organising or coordinating volunteers and whose work involves recruiting, supporting, developing and training volunteers in a variety of settings, whether voluntary, statutory or private sector.
- Membership shall be free upon completion of a membership form
- Members are actively encouraged to work within the Volunteering Code of Practice

### 6 **The Committee**

The committee shall comprise of not fewer than 4 nor more than 10 committee members, appointed or elected at the Annual General Meeting, including the Offices of:  
Chairperson  
Secretary  
Treasurer

### 7 **Appointment and retirement of committee members**

All committee members shall retire at the AGM, but they may be nominated and re-elected for a further term.

**8 Committee Members' interests.**

No voting member of the committee shall receive any payment (over and above the re-imbursment of out-of-pocket expenses) or have an interest in any contract entered into by the committee.

**9 Committee meetings**

The committee shall hold at least 4 meetings in each year. All committee members shall be entitled to receive reasonable period of notice for all meetings.

There shall be a quorum when not less than 3 voting members are present at a meeting.

Decisions made shall be determined by a simple majority of those present and voting. If there is an equality of votes, the member chairing the meeting shall have the casting vote.

The committee may appoint sub-committees to carry out any tasks which it thinks appropriate to do so, provided that all acts that are carried out by the sub-committees are reported promptly and fully to the committee.

Minutes shall be kept of the proceedings of all committee and sub-committee meetings, and shall include the date of the meeting, the names of those present and a record of the decisions taken.

**10 Annual General Meetings**

The organisation shall hold an Annual General Meeting in November of each year or as soon as possible afterwards. At least 14 days notice will be given of Annual General Meetings.

**11 Special General Meetings**

The committee may call a special general meeting of the organisation at any time and shall do so if requested to do so in writing by not fewer than 10 members of the organisations, stating the business to be considered.

At least 14 days notice of special general meetings shall be given to all members of the organisation, stating the business to be discussed.

**12 Finances and accounts**

The organisation shall operate a bank account in the name of the organisation and all income of the organisation shall be paid in to the account.

All cheques drawn on the bank account shall require the signatures of any 2 of the 3 named officers.

The treasurer shall be responsible for maintaining records of income and expenditure and for preparing and presenting financial reports and annual statements of accounts.

**13 Alterations to the Constitution.**

Subject to the restrictions listed below, the constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made to the name of the organisation, the aims, the committee members interests or this clause

**14 Winding up the organisation**

The organisation may be dissolved by a resolution passed by a majority of not less than two thirds of those present and voting in favour at a properly convened general meeting of the members of the organisation. The notice of the general meeting shall state the purpose of the meeting.

In the event that a resolution to dissolve the organisation is passed and any assets remain after the settlement of all proper debts and liabilities, these shall not be divided amongst the members but shall be transferred to a charity having aims similar to those of Pembrokehire Volunteer Organisers Network

**15 Arrangements until first Annual General Meeting.**

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

**Signed** .....

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