

CONSTITUTION

The Name of the Group is **Belper Refugee Welcome** (henceforth referred to as 'the Group')

Belper Refugee Welcome is an organisation of volunteers.

1.0 Our vision is:

- 1.1 To provide a safe and welcoming environment for refugee families
- 1.2 To strengthen support networks for refugees within our community
- 1.3 To build friendships across diverse communities, promote tolerance and build solidarity in the spirit of the common good

2.0 Our purpose is:

- 2.1 The support of refugee families, who are escaping conflict, to resettle within our community. Support will include activities such as:
 - 2.2 Providing a warm welcome and cultural orientation
 - 2.3 Ensuring access to housing
 - 2.4 Supporting access to medical and social services
 - 2.5 Enabling the family to access English language tuition
 - 2.6 Support towards employment and self-sufficiency

3.Powers

In order to carry out its purpose, the Group has the power to:

- 3.1 Raise funds, receive grants and donations
- 3.2 Open bank accounts
- 3.3 Buy or sell property, take on leases and employ staff or enablers
- 3.4 Co-operate with, partner with, and support other groups with similar purposes
- 3.5 Do anything else within the law which is necessary to achieve its purpose such as producing literature and educational or promotional materials
- 3.6 Enter into formal partnership with other charitable organisations to achieve its aims

4. Membership

4.1 People over the age of 16 who support the work of the Group and have specific knowledge, skills, or experience that could help achieve the purpose of the Group can request to become a member or be invited to become a member by the Group. Members have to be accepted and approved by the Group. The Group will keep an up-to-date list of members and other volunteers

4.2 Members - are expected to participate in managing the affairs of the Group via members' meetings and can participate actively in the work of the Group. Those people selected to work directly with the refugee family are required to be members.

4.3 Supporters – contribute their skills to the project on an occasional basis, as directed by the Group, but do not participate in managing the affairs of the Group.

4.4 All members and supporters are expected to read and abide by the constitution, policies and procedures in the Volunteer Handbook, Memorandum of Understanding and all other agreed Group policies and procedures, and abide by the tenets of the Equality Act 2010.

4.5 Group members and supporters may resign at any time by notifying the Group.

4.6 The Group may refuse an application from a member or supporter or discontinue their membership or association with the Group if, acting reasonably and properly, they consider it to be in the best interests of the Group to do so. Reasonable grounds for expulsion may include: disregard for agreed Group policies or procedures, behaviour that is purposefully unsafe, disruptive or disrespectful, behaviour that damages the reputation of the Group.

Such a decision can be appealed and the member or supporter can be accompanied by a friend.

5. Officers

5.1 The day to day management of the Group and decision making will be conducted by the Group's officers, who will together form the Core Group.

5.2 Officers will be members of the Group and subject to election or ratification at the Annual General Meeting.

5.3 The Core Group will have a Chairperson/Co Chairs who will co-ordinate activity, a Treasurer who will oversee and be responsible for the accuracy of the Group's accounts and a Safeguarding Officer to ensure that all the Group's activities are in compliance with the Safeguarding Policy.

5.3 The Core Group may decide to have other officer roles.

6. Meetings of Members

6.1 The members will meet as necessary and not less than 4 times a year. Meetings can be actual or virtual. One of these meetings will be the Annual General Meeting to receive officers' reports and the accounts.

6.2 Significant decisions will be decided at members' meetings. Significant decisions are those that impact the direction of the Group. The minimum quorum for decisions will be five people, including the Chairperson/Co Chairs. Decisions will be made through consensus; if this cannot be reached, a decision will be made by simple majority of members participating. In the event of a 'tie' the Chairperson/Co Chairs will have the casting vote.

6.3 Extraordinary General Meetings may be held at the request of the Core Group or at the request of a two third majority of members.

6.5 Officers who have been in post for three years will be required to stand for re-election by members at the Annual General Meeting.

6.6 Minutes of all meetings will be kept showing date, time, attendees, records of discussions and agreed.

7. Money

7.1 Funds must be held in the Group's bank account

7.2 The Treasurer will keep accounts which may be viewed by any member on request and will ensure production of an annual account

7.3 Funds cannot be used to pay members except to refund legitimate expenses as outlined in our Finance Policy

7.4 Funds and property must only be used for the purposes of the Group

8. Dissolution

8.1 The Group may be wound up at any time if agreed by two-thirds of those members present, and voting at any General Meeting organised by the Officers. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was agreed at the meeting of Belper Refugee Welcome on **DATE**.

Name:
Position in the group:

Name:
Position in the group:

Signature:

Signature:

