



Document details and review date	
Name of document	Pride In Linthwaite CIC, Constitution
Date document was approved	September 2020
Document approved by	Malcolm Coton (Secretary, Director) Liz Quinn (Chair, Director) Amanda Halton (Treasurer)
Date reviewed/updated document was approved	Insert date of most recent review of the document
Reviewed/updated document approved by	Insert names of committee members who approved the reviewed/updated document
Date of next review	Insert date of next review (annually)



Pride In Linthwaite CIC

Constitution

Full Legal Name

Pride In Linthwaite Community Interest Company hereafter referred to as Pride In Linthwaite (PIL).

Date of Formation

10/12/17

Country of Formation

U.K.

Base Address

73 Pennine Gardens

Linthwaite

Huddersfield

West Yorkshire

United Kingdom

HD7 5TN

Members of the Executive Committee

Malcolm Coton (Vice-Chair, Director, Committee Member)

Liz Quinn (Chair, Director, Committee Member)

Chris Hartwell (Director, Committee Member)

Objectives

To make Linthwaite and surrounding areas a better place to live and work, by organising, encouraging and supporting community involvement and local events, including, fund-raising, sponsorship and accessing funding in order to support this. Undertaking minor regeneration and improvement projects in Linthwaite and immediate surrounding areas deemed to be in keeping with the local area but not the whole majority of the surrounding village.

Purpose of the Account

To safely and accountably store funds and facilitate financial transactions for Pride In Linthwaite and its subgroups.



Membership

General meetings are held each month. These are publicised through an open Facebook page and posters displayed in prominent public places in the local area. New attendees are actively encouraged to participate.

All persons who are active within the group, be that attending meetings or events, are deemed to be a volunteer of Pride In Linthwaite and are also eligible to become appointed to the Committee and have Committee voting rights. The volunteers are deemed to have accepted the terms of this constitution. They will be advised of where to find a copy of the constitution.

Equal Opportunities Policy

See Appendix 1.

Management

The affairs of Pride In Linthwaite shall be conducted by the Committee.

The Committee consists of Chair, Vice Chair, Treasurer and Secretary, and sub-group leads - elected annually at the AGM.

If any post becomes vacant, the Committee has the right to fill the vacancy.

Dissolution

In case of dissolution, any remaining funds are to be provided to 17th Huddersfield Linthwaite Scout Group, Charity Registration number: 510814.

Meetings

Annual General Meeting (AGM)

These will be held annually on or around 30th August and no later than 30th September. Agenda items to include:

- The minutes of the previous AGM will be agreed upon and amended as necessary.
- Reports from the Chair, Secretary and annual accounts from Treasurer, including auditors report, as necessary.
- Election of Committee members.
- Consider changes to the constitution.
- Appoint auditors for independent verification of the accounts (if required).

The Chair shall hold a deliberative as well as a casting vote.

Exceptional General Meeting (EGM)

An EGM can be called by an application in writing, to the Secretary, supported and seconded by 2 full members.

The committee shall also have the right to call an EGM by a simple majority.



Questions to be submitted in writing, 48 hours in advance.

Notices

At least 14 days' notice shall be given to all members of any general meetings.

Quora

General meetings – 25% committee members.

Committee meetings – 6+ members.

Changes to Constitution

Proposed changes to be sent to the Secretary at least 14 days prior to general meetings, in writing, and supported and seconded by 2 members.

Changes require a 2/3^{rds} majority.

Ceasing to be a volunteer

Anyone can choose to cease to be a volunteer at any time. This can be arranged by approaching any member of the Committee.

Volunteers may be considered for removal from the group if they -

- move out of the area,
- are not actively involved,
- are considered to be bringing Pride In Linthwaite into disrepute
- are deemed to be serving their own agenda.

Committee members or officers may additionally be removed for missing 3+ consecutive meetings without good reason.

Finances

The financial year will run from the 1st April – 31st March each year.

A bank account (Community plus Account with The Co-Operative Bank) will be maintained by the Treasurer with the cooperation of the Executive Committee members.

All purchases on behalf of Pride In Linthwaite will be agreed by the Executive Committee majority and/or Chair prior to purchase. Any purchases up to and including the value of £50 can be agreed by two members of the Executive Committee. Any purchases over £50 need to be agreed by the committee by going to a majority vote before the relevant purchase(s) are made.

Use of motor vehicles for group activities, can be reimbursed at 25p per mile. These journeys should be verbally agreed with a member of the Executive Committee, prior to taking place. Mileages will be reimbursed as mileages as shown via Google Maps.



Receipts will be provided to the Treasurer for any purchases on behalf of Pride In Linthwaite. Reimbursement can be refused where valid receipts are not produced. The Treasurers' role is to keep a regular check on the balance and bank account, and where necessary, prepare the accounts for external audits and a report of income and expenditure and a financial statement for each meeting.

Two signatures are required on cheques and bank cards are provided to the Directors and Treasurer (from the signatories list), and only the Treasurer is to have internet banking access.

Bank statements are to be brought to the AGM.

Authorised Signatories

Malcolm Coton (Secretary, Director)

Liz Quinn (Chair, Director)

Amanda Halton (Treasurer)



Appendix 1

Pride In Linthwaite CIC

Equal Opportunities Policy

Every care has been taken to ensure the information given is accurate and based on current law and best practice.

Introduction

Pride In Linthwaite CIC, hereafter referred to as PIL, wholeheartedly supports the principle of equal opportunities in volunteering. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, but it is also in the best interest of this organisation to recruit and develop the best people for our roles from as wide and diverse a pool of talent as possible and be representative of the community it serves. That diversity adds value.

PIL's policy is to afford all volunteers and role holders equality of opportunity, regardless of their sex, gender status, sexual orientation, religion or religious belief, marital or civil partnership status, race, age, colour, nationality, national origins, ethnic origin, disability, responsibility for dependents, financial status, learning ability, political beliefs, unrelated criminal background or trade union or political membership. We are opposed to, and will seek to eliminate all forms of discrimination, and will comply fully with, and embrace the ethos of the Equal Opportunities legislation, enshrined in the Equalities Act 2010.

We recognise that promoting equal opportunities is an ongoing commitment and therefore this policy and all procedures associated with this policy will be subject to monitoring and review. This document does not form part of any contract and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that group needs are met. The PIL committee will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Scope of the policy

The policy applies to all volunteers and post holders, whether, temporary, sessional or a committed post holder. The scope is 2-fold.

- Firstly, it is to ensure equal participation of all members, in their preferred way, ensuring they are given appropriate acknowledgement for their actions, opinions, are listened to and considered in a fair way, and contribution of all committee members is for discussion. PIL will endeavour to encourage all member's strengths and opinions, giving a range of options for people to express themselves. PIL will also hold meetings in places within the local community that enables people of all backgrounds (i.e. ramped access, disabled facilities, on public transport routes) to attend. The venue would be changed if it causes particular problems for an individual (i.e. religious belief, alcohol dependency) where possible. All member's will be encouraged to participate by means of contributing their own skill set, within the time that they feel they can comfortably commit.



- Secondly, it is each volunteers' obligation to be sensitive about the impact that s/he has on others and behave in a way that supports this policy when dealing with everyone that s/he meets as part of his/her role. This policy is not designed to discourage normal social relations among volunteers or with the public. This policy applies not only at the PIL premises but anywhere you are working as part of your role, and includes any social occasions organised by PIL.

Related Policies

All our policies and procedures are developed and should be interpreted in accordance with the principles of equal opportunities set out in this policy. Certain policies are, however, especially related to this policy in terms of putting it into practice. These are:

- Dignity, Bullying and Harassment Policy
- Health and Safety Policy
- Volunteering Policy
- Equalities Action Plan

Responsibility

Each volunteer is responsible for their own compliance with this policy. Everyone has personal responsibility for implementation of this policy although the Chair(s) is/are responsible overall for the policy's day-to-day implementation. Volunteers must not instruct, or aid someone to carry out an act of discrimination, harassment or victimisation or condone discrimination, harassment or victimisation by others. You must report any incidents to any Committee member. It is the responsibility of the Chair(s) and group Secretary to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually. Consultation will take place with the Committee on the implementation and development of this policy. Any doubts about the policy should be addressed to the Chair(s) or group Secretary. It is particularly important for experienced members to be supportive of newer members of the group.

Action Plan

PIL is committed to developing a programme of action to promote diversity and equality, through the Equalities Action Plan and will seek to monitor and review achievements in this area and to make this information freely available.

Raising A Complaint

Volunteers who feel they have been discriminated against, or victimised, should raise the matter with any committee member as soon as practically possible after the event(s) and we would encourage this to happen. Initially they should aim to resolve the matter informally, and informal mediation can be offered for this. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If the complainant is dissatisfied with the outcome, or the complaint is very serious, or one of the Chair(s) is the cause of the complaint, the volunteer should raise the matter, in writing, as a formal grievance under the Grievance Procedure to the group Secretary, or a member of the committee. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could



lead to exclusion, appropriate action against them, termination of contracts for services, withdrawal of volunteer agreements or reporting to the appropriate agencies.