

# GREAT MASSINGHAM AREA COMMUNITY CAR SCHEME

## CONSTITUTION

### 1. NAME:

Great Massingham Area Community Car Scheme (herein after referred to as *The Scheme*)

### 2. OBJECT:

To provide a door to door car service for those unable to access other means of transport. The service is primarily for residents of Bircham, East Rudham, Harpley, Great Massingham and Little Massingham, West Rudham, Docking, Syderstone, Tattersett, Weasenham All Saints, Weasenham St Peter and Wicken Green. Residents of adjacent villages may also call on the service. The Scheme is overseen by a Management Committee, hereafter called *The Committee*.

### 3. MEMBERS OF THE SCHEME:

The members of the Scheme are the volunteer drivers, the office co-ordinators and the members of *The Committee*).

### 4. REFUSAL OR TERMINATION OF MEMBERSHIP:

*The Committee* shall be entitled to refuse any application for membership or to terminate membership of any user deemed unsuitable or found to be abusing the Scheme, its co-ordinators, drivers or other users

### 5. MEETINGS OF THE SCHEME

#### Annual General Meeting:

The Annual General Meeting (AGM) of the Scheme shall be held in May in each year or at such time of *The Committee's* choosing but not more than 15 months after the holding of the preceding AGM).

At the AGM, business shall include the consideration of the audited accounts of the Scheme and a written Annual Report of the work done by the Scheme. The Chairman holds a casting vote at the AGM and at all other meetings.

#### Special Meetings:

A Special Meeting of the Scheme shall be called by the Chairman or in his/her absence the Vice-Chairman upon his/her decision or upon the written demand of five members. Such a meeting shall take place within 28 days of receipt by the Chairman or Vice-Chairman of written notice of such demand or decision. The Meeting shall consider only items, which are specified in the demand or decision and require a quorum of five members to enact business.

#### Committee Meetings

*The Committee* shall meet at approximately two monthly intervals with a minimum of six meetings each year. Attendance of four members or more is required before expenditure above £100 can be approved.

#### Other Meetings

Other meetings of the Scheme may be held at any such times and places as *The Committee* may determine and require a quorum of five members to enact business.

## **6. HONORARY OFFICERS**

The Honorary Officers of the Scheme should consist of a Chairman, Vice-Chairman, Treasurer, Secretary and any other Honorary Officers as the Scheme may from time to time determine. Any member may nominate a person for election as an Honorary Officer. Persons who are not members of the Scheme are eligible to be nominees, and if elected shall become *ex officio* members of the Scheme.

All Honorary Officers and Committee members shall be eligible for re-election annually.

*The Committee* may appoint persons to fill casual vacancies, which occur during the year, such appointments to be endorsed at the next AGM or to terminate at the conclusion of that meeting.

## **7. COMMITTEES**

In addition to a Management Committee the Scheme may appoint subsidiary special or standing committees that report to *The Committee* who shall determine their terms of reference, powers, duration, quorum and membership provided that no committee appointed under this clause shall co-opt more than a quarter of its total membership.

All proceedings of all committees should be minuted.

## **8. FAILURE TO APPOINT AND IRREGULARITY IN APPOINTMENTS**

The proceedings of the Scheme shall not be invalidated by any failure to appoint or defect in the appointment or qualification of any member.

## **9. FINANCE**

The Scheme's financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

The Scheme shall have power to obtain, collect and receive funds by means of contributions, donations, subscriptions, investments, deeds of covenant, legacies, the sale of donated goods, grants, loans or any other lawful method and to receive gifts of property of any description and to trade in direct furtherance of its objects and to sell donated goods and otherwise to carry on trade which is temporary or ancillary to the objects of the Scheme.

The income and property of the Scheme whencesoever derived shall be applied solely towards the promotion of the object of the Scheme as set forth in Clause 2, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to any member of the Scheme provided that nothing herein shall prevent the payment in good faith or reasonable and proper remuneration to any officer or servant of the Scheme of the repayment of reasonable and proper out-of-pocket expenses to any member, officer or servant of the Scheme.

Bank Accounts shall be opened in the name of the Scheme on such terms as the Scheme shall decide. Two appointed signatories from a list of not less than 3, as approved by the Management Committee, must sign every cheque.

The Treasurer of the Scheme or in his/her absence the Chairman of the Scheme shall present to each meeting of the Scheme a written statement of accounts which gives members a full and fair description of the Scheme's financial position.

*The Committee* shall appoint one or more independent examiners to conduct an annual audit of the accounts of the Scheme and shall determine their remuneration.

The Management Committee shall seek and consider 3 tenders or quotes for any

expenditure incurred over £500.00. The Committee shall not be obliged to accept the lowest quote or tender.

Co-ordinators employed by *The Committee* may incur administration costs of up to £100.00, over and above the petty cash limit, without Committee approval in each month. All expenditure to be reported to the Treasurer with invoice for payment by cheque.

Members of *The Committee* may not incur expenses on behalf of the Scheme without prior consent from the Committee. No member may re-coup monies from the Scheme retrospectively without prior consent.

## **10. ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION OF THE SCHEME**

A resolution to alter this constitution or dissolve the Scheme may be passed at an Annual General meeting or Special Meeting called for this purpose:

1. The terms of the proposed resolution should be received by *The Committee* at least 21 days (or 28 days in the case of a resolution to dissolve the Scheme) before the meeting at which the resolution is brought forward.
2. At least 14 days notice (or 21 days in the case of a resolution dissolving the Scheme) of the proposed resolution shall be given in writing by *The Committee* to all members of the Scheme.
3. Changes to the Constitution or dissolution of The Scheme must receive the assent of two thirds of those present and qualified to vote as members. In the case of dissolution, a quorum of 50 % of the membership (drivers, office co-ordinators and members of *The Committee*) is needed. .

A resolution dissolving the Scheme may give instructions for the disposal of any assets held by or for the Scheme provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Scheme but as determined by those present and voting.

## **MODIFICATIONS TO THE CONSTITUTION**

The original Constitution was drafted in 2003 or 2004 and modifications approved at the 2009 AGM. Further minor clarifications and modifications were approved at the 2012 AGM.

At the 2013 AGM, **Section 2 OBJECT** was changed as follows:

**From:** To provide a door to door car service for those people in the Great Massingham and Docking Surgery Area who are unable to access other means of transport. The Scheme is overseen by a Management Committee, hereafter called *The Committee*.

**To:** To provide a door to door car service for those unable to access other means of transport. The service is primarily for residents of Bircham, East Rudham, Harpley, Great Massingham and Little Massingham, West Rudham, Docking, Syderstone, Tattersett, Weasenham All Saints, Weasenham St Peter and Wicken Green. Flitcham. Residents of adjacent villages may also call on the service. The Scheme is overseen by a Management Committee, hereafter called *The Committee*.