partnership

constitution guide

partnership group

Atherstone Partnership.

CONSTITUTION

Aim:- To improve communication and networking opportunities between the public, local business community, the local authority and event organisers in **Atherstone**, and provide a co-ordinated approach to the delivery and promotion of activities within the town.

Objective:- To increase the appeal of **Atherstone** to local people, Businesses and visitors and raise levels of footfall through the co-ordinated delivery and promotion of projects, initiatives, events and activities and also Identify areas of concern and assist in the development of the Town

Atherstone Partnership is a non-profit making organisation with all monies raised, granted or donated going to supporting the aims of the group in line with those stated above unless agreed at a full general meeting and with the agreement of any partner appointed and acting under a Supported Partnership Agreement.

The **Atherstone** Partnership may also represent the interests of other third-party events committees and organisations and may serve as subsidiary groups. Groups may also be supported by mutual agreement following any changes necessary to satisfy any legal requirements to this constitution and those of any group joining the partnership as subsidiary groups.

General Membership

1. General Membership shall be open to all, but not exclusive to, members of the public, businesses, community groups & organisations with an interest in developing **Atherstone**.
2. Every member shall be invited to express views and opinions on current agendas and/or issues directly relating to the partnership and its activities within the remit of the group. Organisations represented in the general membership will be invited to attend as a single representation of said group as a whole.
3. General Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, belief, or political opinion as laid out in our equality, diversity, and inclusion policy. (App.1.)
4. The committee has the right to discontinue the membership of any person for conduct deemed to be contrary to the interests of the **Atherstone** Partnership. This decision can be taken by a majority of those Committee Members present at a Committee Meeting. Members would have the right of appeal against any such decision and entitled to have their objections heard or submit in writing to be heard at a fully convened meeting of the membership. At such time the committee will invite opinions from members present and convene for final decision by committee and excluded member informed of FINAL decision, in writing, no later than 28 days from date of last members meeting. Any member of the partnership who has a grievance or believes there has been discrimination should raise their concerns with a member of the committee.

Committee

5. The group will be managed by a committee which will consist of a minimum of three full members, including, but not exclusive to, Chairperson, Secretary and Treasurer. In addition, Deputy Committee positions with specific roles will be appointed. These positions will hold full committee voting rights and form a Deputy Chairperson's role and deemed, as such, a full committee member. Committee positions shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, belief, or political opinion.
6. In the interest of impartiality, the committee reserve the right to exclude or deny membership of or to the committee of any persons of such groups that would impair, restrict, or conflict in the progress of the **Atherstone** Partnership. This includes, but is not exclusive to, any elected member of any council or group.
7. All members of the committee will be chosen by those present and entitled to vote at the Annual General Meeting. Changes to holders of named posts can be agreed by the committee but must then be ratified at an AGM or EGM.
8. The committee may also appoint an advisor or advisors who shall have associate committee membership of the committee in an advisory capacity only with no voting rights in decisions taken by the committee.
9. The committee has the right to appoint or dismiss advisors at any time it deems appropriate.
10. The committee shall act as trustees for the **Atherstone** Partnership and will have the right to take out any insurance necessary to cover trustee's liability if required.
11. The committee shall meet no less than 4 times a year.
12. The quorum for committee meetings shall be 3 full members of the committee.
13. Committee Members shall have the right to resign at any time by notifying the Secretary/Chairman in writing.

Supported Status

14. If the executive membership of the Partnership should fall below the required minimum level, Officers from North Warwickshire Borough Council will work alongside the remaining Committee to seek replacement members and to minimise any disruption to the group during this transition period. This will include, if necessary, fulfilling the role of Chairperson or Secretary, for a maximum period of three months, until a decision is made by the remaining Committee members on the future of the Partnership.

Meetings and Annual General Meetings

15. The group shall meet on a bi-monthly basis, the date and time of the next meeting to be decided at the end of each meeting unless agreed to be notified within 14 days thereafter.

16. The committee shall arrange for an Annual General meeting to be held no later than July each year. An audited statement of accounts will be presented at the AGM and an independent auditor appointed to act on behalf of the Partnership. A public announcement of an AGM must be advertised with a minimum of 21 days' notice.
17. During the AGM elections will be held for all posts to the committee. Those wishing to stand must be nominated and seconded for them to be included in the ballot. Members of the committee can be reappointed but a vote of those present should be taken to reaffirm the members confidence in their committee.
18. The committee may also call for an Extraordinary General Meeting at any time they deem it necessary following a committee meeting.
19. All Meetings should be notified to the appropriate members at least fourteen days before they are scheduled with exception to the AGM which is 21 days' notice.

Minutes

20. Minutes of meetings will be taken by the secretary who will arrange for them to be distributed.

Finance

21. The treasurer shall keep proper accounts of all finances of the group but can delegate responsibility for the accounts of specific events to the Chairperson or lead member of the committee, holding a Deputy Chairpersons role, responsible for its organisation. The treasurer and committee member must liaise closely during the process to ensure proper records and cash flow are maintained.
22. There shall be a bank account opened in the name of **Atherstone** Partnership. The bank account shall require any two signatories from those authorised with the bank which will normally include Chairperson, Secretary and treasurer but may include one other such as a Deputy Chairperson.
23. All money received and deposited or dispersed from the account shall be for the support of the aims and objectives stated in this constitution.
24. The accounts will be inspected and audited as the trustees deem appropriate annually and a report submitted to the Annual General Meeting.
25. Any debts or liabilities incurred by the **Atherstone** Partnership are the responsibility of the Partnership and not individual members.

Safeguarding

26. It will be the responsibility of all Committee & Deputy Committee members of the partnership, including associate members, to be aware of their responsibilities towards the safeguarding of others, particularly of children who may be involved in activities supported by the partnership. If any member becomes aware of or suspects there is an issue they should make the Chair, **(Chairmans Name)** – email: **(Chairmans Email)**) of the committee aware of their concerns and then, at their discretion, the issue should be raised with the designated officer for safeguarding within the group involved or with the safeguarding officer at Social Services or North Warwickshire Borough Council. Full details of the North Warwickshire Borough Council Safeguarding Policy and

who to contact can be found at www.northwarks.gov.uk-safeguardingpolicy download.

Alterations to the Constitution

27. Any alterations to this constitution shall require the approval of two thirds majority of full committee members at a committee meeting at which it is discussed and ratification at the next Annual General Meeting or an Extraordinary General Meeting called by the Committee.
28. The committee shall be responsible for the adoption and alteration of any policies it becomes necessary to introduce to satisfy any legal requirements or for the requirements of grant awarding bodies.

Winding up the Group

29. If it is decided to wind up the group and formally dissolve the group then all members will be notified of a General Meeting which can approve the action by a two thirds majority of the committee members present at the meeting. The meeting shall make recommendations about what to do with any monies and other assets still in the possession of the **Atherstone** Partnership. These recommendations must be in accordance with the aims and direction of the Partnership groups within North Warwickshire and supported with an equally robust constitutional statement of the recipient group and can only be progressed and ratified after all financial commitments have been resolved and supported status policy, as detailed in item 14 of this constitution, has be discharged.

Position	Name	Signed	Date
CHAIRPERSON			
SECRETARY			
TREASURER			

Atherstone Partnership.

EQUALITY, DIVERSITY AND INCLUSION POLICY

(Insert Name) Partnership is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination.

The aim is for our volunteers and committee members to be truly representative of all sections of our community, and for members of the community to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is committed against unlawful discrimination of members, customers and the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all involved in the activities of the Partnership, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
   - age
   - disability
   - gender reassignment
   - marriage and civil partnership
   - pregnancy and maternity
   - race (including colour, nationality, and ethnic or national origin)
   - religion or belief
   - sex
   - sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:
   - dealing with grievances
   - dismissal from the committee or termination of membership
   - any training or other developmental opportunities

Our commitments The organisation commits to:

1. Encourage equality, diversity and inclusion in the community as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers are recognised and valued.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's activities. Such acts will be dealt with as misconduct under the organisation's constitution and appropriate action will be taken.

   Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training and development available to all volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Monitor the make-up of the volunteer workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the committee and has been agreed with the procedure laid down for the **Atherstone** Partnership constitution.

Our grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the constitution para.4. Any member of the partnership who has a grievance or believes there has been discrimination should initially raise their concerns with a member of the committee.

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