

Constitution of Porthcawl COVID 19 Strategy Group

1. NAME

The name of the organisation will be Porthcawl COVID 19 Strategy Group (hereinafter called 'Porthcawl c19s').

2. AIMS

State main aim

It will:

- ^ To have a coordinated community response to the COVID 19 pandemic
- ^ Offer opportunities for many forms of volunteering activities for people of all abilities, including families and local school children.
- ^ Offering support to individuals in particular need. The target group is people over the age of 60 years, including people in this age group who may have underlying health issues or have responsibility as a carer.
- ^ We will offer support to vulnerable people not within our target group as a final alternative for assistance.
- ^ Be non-partisan and non-aligned politically and not promote any political party nor be involved in party politics or promote political views.
- ^ Follow guidelines and meeting principles that encourage the formation of a well-functioning group that acknowledges, values and respects the differing perspectives, opinions, abilities to contribute, and characters of members. (See Appendix points 1 and 2)

3. MEMBERSHIP AND AFFILIATION

Membership will be open, irrespective of nationality, religious opinion, age, gender or race, to:

a) people over the age of 16 living in Porthcawl (Full Members); and who contact the administrator and, having received a copy of the constitution, confirm to the Administrator that they wish to become a member. The Administrator shall keep a list of the Members from time to time.

The Porthcawl c19s will have powers to affiliate to other organisations with similar aims. It will operate an Equal Opportunities Policy.

4. TERMINATION OF MEMBERSHIP

The Core Group will have the right, for good and sufficient reason, to terminate the membership of an individual member, provided that the individual member has the right to be heard by the Core Group before a decision is made.

5. CORE GROUP AND HONORARY OVERSEERS

The Annual General Meeting will elect a Core Group to direct the policy and general management of the affairs of the Porthcawl19s (subject to the limitations set out in clause 6) and two members of the Core Group shall be elected as Treasurer and Administrator respectively by the Annual General Meeting. The Core Group will consist of a minimum of six (or half the membership if this is smaller) and a maximum of twelve Members elected at the Annual General Meeting. The Core Group may also co-opt further Members provided that the number of co-opted members of the Core Group does not exceed one-third of the total number of members of the Core Group. One-third of the members of the Core Group will retire annually, but will be eligible to be appointed or co-opted again. All Members of Porthcawl19s are eligible to be part of the Core Group. Only Full Members may be elected as Treasurer or Secretary. If the Core Group determines that it is appropriate to have other Honorary Overseers then such post shall be filled by election from within the Core Group. The Core Group will meet at least twice a year.

6. ABILITIES

In order to achieve the aims of the Porthcawl19s the Core Group will have the ability to:

- a) Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges necessary for the promotion of the Porthcawl19s 's aims, and construct, maintain and alter any buildings or erections necessary for the work of the Porthcawl19s.
- b) Subject to such consents as may from time to time be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property of the Porthcawl19s.
- c) Take and accept any gifts of property, whether subject to any special trust or not.
- d) Undertake and execute any charitable trusts that may lawfully be undertaken by or on behalf of the Porthcawl19s.
- e) Provide accommodation, services and facilities as appropriate.
- f) Hold events, talks and discussions, and provide instruction and information.
- g) Print and publish or arrange to have printed and published (whether free or for sale at moderate prices) reports, periodicals, leaflets and other literature.
- h) Establish and support any charitable institution or body and subscribe or guarantee money for charitable purposes.
- i) Issue appeals, hold public meetings, lectures and exhibitions, and take steps to promote and publicize the Porthcawl19s's aims and procure contributions to its funds in the form of donations, subscriptions, covenants and otherwise.
- j) Conduct research and publish useful results of all such research.
- k) Co-operate and co-ordinate with representatives of the statutory authorities and voluntary organisations and other charities in the achievement of any of the Porthcawl19s's aims.
- l) Employ and remunerate staff – providing pensions and similar benefits as would be required of good employers.
- m) Take other steps, as agreed by a general meeting, to further any of the Porthcawl c19s 's aims.

7. ANNUAL GENERAL MEETING

The Core Group will hold an Annual General Meeting of the Porthcawl c19s, open to all Porthcawl c19s Members and the public. The Annual Report of the Core Group and the signed Statement of Accounts will be presented at this meeting and the resignations and appointment of Core Group Members will be conducted. Recommendations can be made to the Core Group and, whenever necessary, the meeting will endeavour to reach a consensus of opinion before voting on proposals to amend the constitution in accordance with clause 12 (below).

8. SPECIAL GENERAL MEETINGS

The Members may decide at any time to call a Special General Meeting of the Porthcawl c19s to alter the constitution in accordance with clause 12 hereof, or to consider any matter. If the Secretary or Core Group receives a written request to hold a Special General Meeting, signed by not less than 60% of the Members and giving reasons for the request, a meeting must be held within 21 days.

9. RULES OF PROCEDURE AT ALL MEETINGS

a) Consensus of opinion/Voting

The principles of the Meeting Methods (Appendix point 2) should be adhered to. Subject to the provisions of clause 12, all questions arising at any meeting will be discussed and an attempt made to reach a consensus of opinion before any decision is validated by a simple majority vote of those present and entitled to vote. No member shall exercise more than one vote, but in the case of the equality of votes the decision being voted on will be regarded as lost.

b) Quorum

One-half of the Core Group Members shall form a quorum at meetings of the Core Group and all other Sub-committee Groups.

One-fifth of the voting membership shall form a quorum at General Meetings of the Porthcawl c19s.

c) Minutes

Minute books will be kept by the Core Group and all other Sub-committee Groups, and the appropriate Secretary will record all proceedings and resolutions. Minutes of all meetings will be open to all members.

d) All Core Group and Sub-committee Group meetings shall be open to all members to attend and to be heard except during discussions of personal or employee-related matters.

e) The Facilitator shall call on observers to speak at his/her discretion or when a simple majority of the members request it.

10. FINANCE

a) All monies raised by or on behalf of the Porthcawl c19s shall be applied to further the objects of the Porthcawl c19s and for no other purpose.

b) The Honorary Treasurer shall keep proper accounts of the finances of the Porthcawl c19s.

c) The Honorary Treasurer and at least one other Core Group member needs to sign for any removal of money from the Porthcawl c19s 's account.

d) The accounts shall be examined and signed off at least once per year by two members of the Core Group in addition to the Treasurer, these shall be appointed at the Annual General Meeting.

e) A signed statement of accounts for the last financial year should be submitted by the Core Group to the Annual General Meeting.

11. DISSOLUTION

If the Core Group, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Porthcawl19s there will be a meeting of all members (giving at least 21 days' notice). A notice must be posted in a conspicuous place at the Porthcawl19s and email sent to all members on the Porthcawl19s 's email list stating what is being proposed. The Core Group must also advertise the meeting and proposal in newspapers circulating in Porthcawl and if the Porthcawl19s has charitable status, must write to the Charity Commissioners of England and Wales.

If such decision is confirmed by a simple majority of those present and voting at such a meeting, the Core Group shall have power to dispose of any assets held by or in the name of the Porthcawl19s.. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of Porthcawl as the Core Group may decide and as may be approved by the Charity Commissioners of England and Wales.

12. ALTERATIONS TO THE CONSTITUTION

Any proposals to alter this constitution must be delivered in writing to the Administrator of the Porthcawl19s not less than 28 days before the date of the meeting at which it is first to be considered. All alterations will require the approval of both:

- a) A majority of members of the Core Group present at a Core Group Meeting
 - b) A two-thirds majority of the Members of the Porthcawl19s present at a General Meeting.
- Notice of each such meeting must have been given in accordance with the normal procedure at least 14 days before the meeting in question and giving the wording of the proposed alteration.

(If Porthcawl19s has charitable status, no alteration of clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.)

Constitution of Porthcawl c19s.

This Constitution was adopted as a Constitution for Porthcawl c19s by the following people who wish to be members of the Porthcawl c19s

Signed
Name
Date

Constitution of Porthcawl COVID 19 Strategy Group.

APPENDIX.

1) GROUP GUIDELINES

- ⤴ Respect each other's differences, perspectives, abilities, outlooks, needs and wants from the (.....).
- ⤴ Try not to label or box people.
- ⤴ Accept personal responsibility for meeting your own needs.
- ⤴ Try not to take ownership of projects
- ⤴ Try not to make assumptions.
- ⤴ Give people equal opportunities to provide input.
- ⤴ Look at people's strengths.
- ⤴ Be willing to stretch yourself.
- ⤴ More time spent on the project does not equate to more right to influence decisions.
- ⤴ People will have very different levels of knowledge. More knowledge does not equate to more right to influence decisions.
- ⤴ Share with and care for others

2) MEETING METHODS

Aim for inclusive, organised and productive meetings that respect everyone and get the best possible result for the group as a whole rather than for an individual or part of the group. Aim for a consensus decision where everyone agrees to make a decision that is best for the group even if one is not in full agreement as an individual.

Practical issues:

- ⤴ Turn off mobile phones for meetings.
- ⤴ Wait for a short while before starting a meeting for the occasional latecomer - all of us get held up occasionally.
- ⤴ Send apologies before a meeting if unable to attend.
- ⤴ If bringing food be prepared to share it.
- ⤴ Ensure known agenda points are available to all before a meeting.
- ⤴ Follow a structured pattern for meetings so people know what to expect and where their questions/input is appropriate.
- ⤴ Use visual aids if possible rather than just discussions.
- ⤴ Use a variety of tools/methods to help create successful meetings
- ⤴ Use a variety of decision making tools/methods to come to the best decision for the group as a whole
- ⤴ A Facilitator should be chosen - to maintain boundaries at meetings and should ideally remain neutral. The person performing this role can, and should, change from meeting to meeting
- ⤴ **EM: During the Covid-19 pandemic meetings may be held virtually, this of practical necessity will limit participation but Quorum will be maintained. Government Covid-19 guidelines will be followed.**

Other issues:

- ⤴ Follow the group guidelines when in meetings.
- ⤴ Avoid over-participation and under-participation of individuals.
- ⤴ Listen to each speaker.
- ⤴ Don't butt in when another is speaking.

- ⤴ Acknowledge and value everyone's opinion.
- ⤴ Don't be judgmental.
- ⤴ Keep to the topic/bring back to the topic.
- ⤴ Try not to put words into other people's mouths.
- ⤴ Include natural breaks.
- ⤴ Promote light heartedness.