



Volunteering North West (VNW) CONSTITUTION

1. NAME

The name of the organisation shall be Volunteering North West.

The Forum for Volunteering Infrastructure in the North West region of England.

2. OBJECTS

The objects of the **organisation** are:

To support the development of quality volunteering infrastructure organisations in the North West by any lawful means as deemed appropriate by the organisation, including (but not exclusively):

- Sharing and developing information, skills and knowledge
- Promoting and developing best practice through education and training
- Campaigning on appropriate and relevant issues

3. POWERS

In furtherance of the above objects, but not otherwise, VNW shall have the power to:

- (a) Commission or undertake pieces of work
- (b) Raise funds by any lawful means except permanent trading
- (c) Accept gifts either for a specific purpose or for the general objects.
- (d) Do anything else within the law that is necessary in carrying out the objects.

4. MEMBERSHIP

Membership is open to:

Full membership

- a) Quality accredited VDAs, which are accredited members or associate members of Volunteering England, or currently working towards accreditation
- b) Volunteering infrastructure organisations that operate across at least one local authority area in the North West

Associate membership

- c) Volunteer Involving Organisations that operate across at least one local authority area in the North West. Associate members will be invited to specific events.

5. NOMINATED OFFICERS

VNW shall be run by the membership who will nominate the officers annually, consisting of at least a Chair, Treasurer and Secretary and others as may become appropriate. No officer can serve for more than 3 consecutive years.

6. ANNUAL GENERAL MEETING

A general meeting of the membership of VNW (the “**Annual General Meeting**”) shall be held at least once a year on a date to be arranged by the members. No more than 15 months shall elapse between one Annual General Meeting and the next. The secretary shall give notification of the date, time and venue of the meeting to the members at least 21 days before the proposed date of the meeting. Nomination for Officers shall take place at the AGM.

7. SPECIAL GENERAL MEETINGS

The members may call a special general meeting (“**Special General Meeting**”) of VNW at any time. If at least five **full** members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 14 days’ notice stating the business to be discussed must be given to the membership.

8. PROCEDURE AT MEETINGS

A full record of proceedings at every meeting of VNW shall be kept by the Secretary or by such other person appointed by the members. There shall be a quorum when at least 5 members are present at any meeting. Voting shall be by a simple majority on a show of hands, except if voting on amendments to the Constitution or a proposal for dissolution, in which case a two-thirds majority **of the full membership** will be required. **Associate** members cannot vote on matters relating directly to VNW. Members not attending meetings may vote by proxy **or by email**.

9. BANK ACCOUNT AND ANNUAL ACCOUNTS

The financial assets of VNW shall be held in a bank, building society or credit union account operated by and in the name of VNW and shall be used only for the Objects of the **Organisation**. There shall be at all times at least three members empowered to act as signatories to the bank account, one of whom shall be the Treasurer and all cheques shall be signed by two signatories. The Treasurer shall make a financial statement **at each meeting**. The Treasurer shall ensure that annual accounts are prepared at the end of each financial year and that a suitable independent person examines them. The annual accounts

shall be presented at the Annual General Meeting and shall thereafter be available for inspection by any interested person.

10. AMENDMENTS TO THE CONSTITUTION

See item 8, as per Procedure at Meetings

11. DISSOLUTION

If the membership believes at any time that it is necessary or advisable to dissolve the organisation, a special general meeting will be called for such a purpose.

Any assets remaining after the satisfactory settlement of any debts and liabilities, shall be donated to another voluntary organisation with similar objectives as chosen by the members.

This Constitution was adopted on theday of2005.

Signed:(Acting Chair)

Signed:(Acting Treasurer)