



CONSTITUTION OF THE NORFOLK POLISH HERITAGE GROUP

Adopted on: Wednesday, 22nd March 2017

Amendment 1: 12th June 2017

1 NAME

The name of the Group will be: **Norfolk Polish Heritage Group**

2 MISSION STATEMENT

To research, record and disseminate the history of Polish migrants to Norfolk from World War II to the present day.

3 AIMS

To develop community involvement with the story of post war Polish communities in Norfolk and to strengthen bonds between the people of Norfolk and the Polish diaspora. To facilitate integration between different generations of Polish migrants and to connect the history of Polish migration with the wider history of multi-cultural Britain.

4 OBJECTIVES

- a) To develop an audio-visual digital archive of oral histories, images and documents for publication by the NPHG and deposition in the Norfolk Record Office archive collection.
- b) To train members in the techniques and skills involved in this work.
- c) To establish language-sharing conversations groups and translation services for members
- d) To produce an educational programme for specific schools in Norfolk and Norwich with a significant Polish catchment.
- e) To hold regular social events for the benefit of members, their families and the broader community.
- f) To secure funding and engage in fundraising activities to facilitate the above.

5 POWERS

In order to achieve its aims the Group may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Employ staff
- e) Organise courses and events
- f) Work with other groups and exchange information

- g) Do anything that is lawful which will help it to fulfil its aims

6 FRIENDS OF NPHG

- a) The Friends of the NPHG will be open to any person over the age of 18 who is interested helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- b) The Friends of the NPHG will be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c) Every individual Friend will have one vote at General Meetings.
- d) A Friend's entitlement may be terminated for good reason by the Management Committee but the member has the right to be heard by the Management Committee before a final decision is made.

7 MANAGEMENT

- a) The Group will be administered by a Management Committee of the Officers and not more than 3 other members elected at the Group's Annual General Meeting (AGM)
- b) The Officers of the Management Committee will be: the Chairperson, the Treasurer and the Secretary. Each Officer and any subsequent Committee member should be a fully paid-up Friend of the NPHG.
- c) The Management Committee will meet at least 12 times each year.
- d) The Chairperson will Chair all meetings of the Group.
- e) The quorum for Management Committee meetings will be 3 members.
- f) Voting at Management Committee meetings will be by a show of hands. If there is a tied vote then the Chairperson will have a second vote.
- g) The Management Committee may by a two-thirds majority vote and for a proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

8 DUTIES OF THE OFFICERS

a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings to which the Group has been invited
- act as a spokesperson for the Group when necessary

b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the Friends of the NPHG and other contact lists
- deal with any correspondence

- collect and circulate any relevant information within the Group
- c) *The duties of the Treasurer are to:*
- supervise the financial affairs of the Group
 - keep proper records that show all monies collected and paid out by the Group

9 FINANCE

- Any money obtained by the Group will be used only for the Group
- Any bank accounts opened for the Group will be in the name of the Group
- Any cheques issued will be signed by the Treasurer or one other nominated signatory

10 ANNUAL GENERAL MEETING

- The Group will hold an Annual General Meeting in the month of April
- All Friends will be given at least fourteen days' notice of the AGM and will be entitled to attend and vote. The quorum for an AGM will be 10 members
- The business of the AGM will include:
 - Receiving a report from the Chairperson on the Group's activities over the year
 - Receiving a report from the Treasurer on the finances of the Group
 - Electing a new Management Committee
 - Considering any other matters as may be decided

11 SPECIAL GENERAL MEETING

A Special General Meeting may be called by the Management Committee or by any 5 Friends to discuss an urgent matter. The Secretary will give 14 days' notice of any Special General Meeting together with notice of the business to be discussed. All Friends will be entitled to attend and vote.

12 ALTERATIONS TO THE CONSTITUTION

Any changes to this Constitution must be agreed by at least two thirds of those Friends present and voting at any General Meeting.

13 DISSOLUTION

The Group may be wound-up at any time if agreed by two thirds of those Friends present and voting at any General Meeting. In the event of a winding-up, any assets remaining after all debts have been paid will be given to another Group with similar aims.

THIS CONSTITUTION WAS ADOPTED AT A GENERAL MEETING OF THE GROUP ON 12/06/2017

SIGNED BY:

Chairperson:

Secretary:

Treasurer:

Other Committee members:

