

1. Name

Peterborough Romanian Community (PRC)

2. Vision

Our vision is to be a voice for the Romanians in Peterborough, Cambridgeshire, and to support them to achieve integration and to make a positive contribution to the community.

3. Mission

We exist so that Romanians in Peterborough, Cambridgeshire, are represented, supported and empowered and so that they feel they are at home away from home.

4. Values

P - proactive - we are going out of our way to serve our community. We act in the best interest of the Romanian Community in Peterborough, and not pursue our own personal interests.

R - representative - we know that we do not represent ourselves, but our nation and we do this with pride, commitment and responsibility.

C - community - we believe in the power of community and our role is to do everything in our power to encourage, protect and promote community.

5. Aims

The aims of Peterborough Romanian Community will be:

- To promote educational tools which will offer people the opportunity to learn the Romanian and English Languages and to learn about Romanian culture and traditions.
- To act as a representative group for the Romanian Community in Peterborough, in relation with the governmental authorities and other organisations as appropriate.
- To act as a sign-posting organisation in all matters related to the community needs, such as translation services, access to information and advice, and support to access services.
- To promote the cultural integration of the community and racial harmony.

The objectives are clearly detailed in the organisation's strategy/business plan.

6. Membership

Membership is open to anyone who:

- Is aged 18 or over
- Supports the aims of Peterborough Romanian Community

Membership will begin as soon as the membership form has been received, together with the membership fee of £ 24 / 12 months (or £2/month, £12/six months), which will cover some of the administrative tasks of the organisation. The funds could also be used to support other projects run by the organisation in line with the objectives set out.

A list of all members will be kept by the secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Membership will also stop should the membership fee not be paid.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a witness, before a final decision is made.

7. Equal Opportunities

Peterborough Romanian Community will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

8. Committee Members

The business of the group will be carried out by a committee. The committee will consist of 7 members (the chair, the secretary, the treasurer, and four other committee members), all with membership status. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee, until the next AGM.

The committee members' roles are as described in the specific role descriptions. The details of the role descriptions, including the responsibilities, are flexible and could be changed if needed, in agreement.

New candidates for the committee will be elected at the Annual General Meeting, which can take place between 12-15 months of the previous Annual General Meeting. The new candidates must be active members and will be asked to present a letter/email of intention three working days before the Annual General Meeting at the latest. They will also be expected to present at the Annual General Meeting their vision and proposed plan of action for the duration of their mandate.

In the event of a committee member standing down, the remaining team will elect a replacement (co-option). The vacant place will be advertised to all members and the election will be held within 1 month of the place being vacant (during the committee members meeting). The person elected will carry out their role until the next Annual General Meeting.

Any committee member not attending a meeting without apology for three months will be contacted by the committee to understand why they are not attending and asked if they wish to resign if appropriate. If not, then the committee holds the right to demote the committee member.

Any committee member demonstrating lack of interest and consistently not achieving their agreed tasks will be contacted by the committee to understand the issue and asked if they wish to resign. If not, then the committee holds the right to demit the committee member.

9. Meetings

9.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within 12 - 15 months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time, and the agenda.

The quorum for the AGM will be 10% of the membership or 11 members, whichever is the greater number.

At the AGM:

- The committee will present a report of the work of Peterborough Romanian Community over the year.
- The committee will present the accounts of Peterborough Romanian Community for the previous year.

9.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least nine other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within 1 month of the request. All members will be given 3 weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for the Special General Meeting will be 10% of the membership or 11 members, whichever is the greater number.

9.3 Committee Meetings

The committee will meet as necessary and not less than four times a year. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The committee meetings will be open to any member of Peterborough Romanian Community wishing to attend, who may speak but not vote. The members wishing to attend should inform the Secretary at least 3 days in advance of the meeting.

The quorum for Committee meetings is five Committee members.

10. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

11. Finances

An account will be maintained on behalf of the Peterborough Romanian Community at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Peterborough Romanian Community is only to be used to further the aims of the group, as specified in item 5 of this constitution.

12. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

13. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Committee Members Meeting:

Name and position in group: Ioana Roxana Ciurdas (Chair)

Signed ...IC.....

Date29.../.....08...../...2022.....

Name and position in group ...Carmel Ciurdas (committee member).....

SignedCC.....

Date ...29...../...08...../...2022.....

Name and position in group ...Viorel Mehedintu (committee member).....

Signed ...VM.....

Date ...30.../...08.../...2022...

Name and position in group: Ela Emerencu (committee member)

Signed EE

Date 1/9/2022

Name and position in group: Bianca Frona (committee member)

Signed: Bianca Tanjala

Date 1/9/2022

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Name and position in group: Ionela Sasaran (Secretary)

Signed: IONELA SASARAN

Date: 29/08/2022

Name and position in group: Rebeca Romanet
(Treasurer)

Signed: REBECA ROMANET

Date: 31/08/2022

End of sample constitution

Updated August 2022