



Constitution

NAME

The name of the organisation shall be Baby Bank Windsor

AIMS

The aims of Baby Bank Windsor shall be to provide newborn starter kits, clothing and baby equipment from birth to 5 years to families in extreme need who live in The Royal Borough of Windsor and Maidenhead and surrounding areas.

- To provide baby clothing and equipment and children's clothes (0-5yrs) to families in extreme need in The Royal Borough of Windsor and Maidenhead and surrounding areas;
- To work with and support local health care providers, social services, educators and other welfare agencies;
- Not to profit from providing support to families in need;
- To provide support based on referral by third parties and not by making our own judgements on their level of need;
- To provide good quality and safe clothing and equipment that adheres to British safety standards;
- To raise funds to purchase items that cannot be offered second hand (mattresses, breast pumps) or consumable items that are in demand (nappies, wipes).



- To work with local and national partners and supporters who share our values and goals.

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of Baby Bank Windsor.
- (b) Associate local authorities, voluntary organisations and the residents of The Royal Borough of Windsor and Maidenhead in a common effort to carry out the aims of Baby Bank Windsor.
- (c) Do all such lawful things as will further the aims of Baby Bank Windsor.

MEMBERSHIP

- (a) Voting membership is open to anyone who:
 - Wishes to volunteer their time ; and
 - lives in The Royal Borough of Windsor and Maidenhead or the surrounding area; and
 - supports the aims of Baby Bank Windsor

A list of all volunteers will be kept. Volunteers may withdraw their support at any time.

- (b) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.



MANAGEMENT

- (a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage Baby Bank Windsor.
- (b) The committee shall consist of a chair, secretary, treasurer, and up to two other voting members.
- (c) The committee may co-opt up to a further two voting members who shall resign at the next Annual General Meeting.
- (d) The committee shall meet at least four times each year.
- (e) At least 3 committee members must be present at a committee meeting to be able to make decisions.
- (f) A proper record of all transactions and meetings shall be kept.

GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on Baby Bank Windsor's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.
- (d) One third of membership or four members being present, whichever is the greater,



shall enable a General Meeting to take place.

(e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

(f) 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.

ACCOUNTS

(a) The funds of Baby Bank Windsor including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee who cannot be married or related.

(b) The funds belonging to Baby Bank Windsor shall be applied only to further the aims of Baby Bank Windsor.

(c) A current record of all income, funding and expenditure will be kept.

DISSOLUTION

(a) Baby Bank Windsor may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

(b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to Baby Bank Windsor or some other charitable purpose(s) as Baby Bank Windsor may decide.

BABY BANK



WINDSOR

This Constitution was adopted by the committee on 1st March 2015.

(c) Signed by Chair....Amy Tisi..... Date.....

Signed by Secretary.....Rebecca Mistry..... Date.....

Signed by Treasurer...Julian Tisi Date.....