



# Constitution of Haringey Community Food Network

**2024 Revised**

## **1. Name of Organisation**

The name of the organisation shall be **Haringey Community Food Network** (hereinafter referred to as The Organisation)

## **2. Form**

The Organisation shall take the form of an unincorporated community organisation.

## **3. Our Aims**

- i) Create and maintain a collaborative food network in the London Borough of Haringey (The Borough) that's committed to working together and supporting each other in pursuing The Organisation's aims.
- ii) To reduce food poverty and the need for food banks in The Borough by identifying and addressing the causes then mitigating its impacts through appropriate action.
- iii) To develop food as a positive means of connecting local people in The Borough with support and to encourage support of each other.
- iv) Work to ensure emergency food providers in The Borough have the resources and capacity to meet the needs of those in crisis when they arise.
- v) Create and maintain a strong network, working with Haringey Council, stakeholders and other organisations to tackle issues around food poverty through collaboration and partnership working.
- vi) To encourage an increase in food grown locally within The Borough.

## **4. Powers**

- i) To raise funds on behalf of The Organisation.
- ii) Employ staff as necessary.
- iii) To take out any relevant insurance.
- iv) Enter into transactions necessary to further its aims.
- v) To manage, licence, lease or buy property and maintain and equip it for use.
- vi) To appoint a Management Committee (The Committee) and take out liability insurance cover for the The Committee members, if this is deemed necessary.
- vii) To cooperate with, encourage and support the formation and development of other community food networks.

## **5. Membership**

- i) Membership of The Organisation shall be open to any organisation or community group that support the aims and objectives of The Organisation, and/or are growing, producing and/or supplying food in The Borough. All applications are subject to the approval of The Committee.
- ii) Any Member (or their representative) whose conduct is deemed to be contrary to the aims and objectives set out above, may be suspended or have their membership terminated, following a meeting of the Complaints Sub Committee formed to deal with complaints. That

member shall have the right to appeal to the full Committee before a final decision is made. Where the complaint is against a member of The Committee, any appeal will be heard by at least two members of a trusted independent organisation. All appeal decisions will be final.

## **6. Finances**

- i) A bank account will be set up in the name of Haringey Community Food Network.
- ii) All money received will be used to further the aims of the group.
- iii) The Treasurer, Secretary and Chair of The Committee will be signatories and a minimum of two signatories will be required for the withdrawal of funds, including petty cash.
- iv) The financial year shall be from 1st April to 31 March each year.
- v) The Treasurer shall keep proper accounts of the finances of The Organisation.
- vi) The Treasurer will report regularly on the financial position of The Organisation and provide annual accounts at each AGM.
- vii) The income of The Organisation, however derived, shall be applied solely towards the promotion of the objectives.
- viii) The Organisation will not pay members of the Management Committee to attend meetings but may reimburse reasonable out-of-pocket expenses to such members.
- ix) The finances are the overall responsibility of The Committee.

## **7. Organisational Structure and decision making**

### **7.1 AGM.**

- i) The AGM is an open meeting and all members are welcome.
- ii) The date of the AGM should be set annually at the first meeting of The Committee. The AGM is to be held once within every 13 month period.
- iii) All members will receive at least two weeks' notice of the AGM which will be sent to the email addresses on the membership list.
- iv) A quorum for the AGM will be one-third of the membership or 10 members whichever is lower.
- v) Proposals for agenda should be sent to the secretary at least one week before the notice of the meeting is sent out.
- vi) Voting will be on the basis of one vote per organisation of The Organisation membership with decisions made by a simple majority vote, except for changes to the constitution which requires a two-thirds majority.
- vii) Receive a report on the activities of The Organisation for the past year prepared by The Committee.
- viii) Receive the accounts from the Treasurer.
- ix) Elect Committee Members. Eight Members will be elected to serve for a two year period on The Committee. The Committee Members may serve for up to a maximum of six years.
- x) Set strategy and policy for the coming year.

- xi) The Committee must be representative of the membership and be geographically representative and The Committee should as far as possible represent the gender and diversity of The Borough, including underrepresented groups.

## **7.2 Management Committee**

- i) The Committee elected at the AGM will meet at least four times each year.
- ii)
- iii) Any staff working for The Organisation will report to this meeting but are not entitled to vote.
- iv) At its first meeting The Committee will elect a Chair, Vice Chair, Treasurer and Secretary.
- v) The Committee shall have the power to co-opt people with particular knowledge or experience onto any sub-committees as and when necessary. All proceedings of sub-committees shall report back to the full The Committee for final decisions on policy.
- vi) The Committee may invite any person/organisation to attend its meetings as an observer or advisor but without the power to vote.
- vii) Vacancies amongst The Committee may be filled at the discretion of The Committee but must be confirmed at the following AGM. Any member of The Committee may be re-appointed or co-opted into vacant positions.
- viii) The quorum of The Committee shall be one third (or three people) and the quorum of a sub-committee shall be at least 2 members.
- ix) A member may hold a position for a maximum of four years.
- x) Minutes shall be taken at each meeting and be presented at the next meeting for amendment, approval and acceptance.
- xi) Minutes of The Committee meetings will be made available to all members, once approved by The Committee.

## **7.3 Other meetings and Special General Meetings**

To accommodate the smooth running of the organisation, Committee, Special General Meetings and other meetings of The Organisation may be called by The Committee as and when necessary giving a minimum of one weeks' notice. In the absence of the Secretary meetings can be called by any member of The Committee.

## **8. Staff**

The Organisation may appoint paid staff as necessary.

## **9. Dissolution**

The Organisation may be dissolved by a resolution passed by two-thirds majority of those present and voting at a Special General Meeting convened for that purpose of which not less than 21 days notice shall be given to all members. Upon dissolution of The Organisation any funds remaining after the settling of all proper debts and liabilities shall be distributed to any organisations established with similar objectives as The Organisation shall decide.

## **10. Notices**

The accidental omission to give notice of a meeting to or non-receipt of a notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

## **11. Amendments to the Constitution**

Proposals to amend the constitution must be made at an AGM or a Special General Meeting with a minimum of two weeks' notice of the meeting.

Amendments to the constitution require a two-thirds majority of those in attendance at the AGM or Special General Meeting to be passed.

Ratified and adopted 09/03/24