



# Stamford Methodist Church, Barn Hill

## Second Helpings - a Real Junk Food Project



### CONSTITUTION

#### 1. NAME

*Second Helpings* is a project run in partnership with Stamford Methodist Church and the whole community.

#### 2. PURPOSE

- a. *Second Helpings* runs on a pay as you feel basis in order to serve the needs of all members of the community regardless of ability to pay.
- b. *Second Helpings* aims to effect a reduction in food waste by using food from local sources that might otherwise have been sent to landfill.
- c. *Second Helpings* offers an expression of the love of God who gives abundantly in order that everyone may share in the bounty of creation.
- d. *Second Helpings* seeks to fulfil the Methodist Church Standing Order 600 regarding the local church being:  
***'The Local Church, with its membership and larger church community, exercises [its] ministry where it shares in the wider ministry of the Church in the world. In this one ministry worship, fellowship, pastoral care, mission and service are essential elements.'***

#### 3. OVERSIGHT

- Stamford Methodist Church will appoint a Board to ensure strategic oversight and scrutiny of the work of *Second Helpings*. The Board will consist of:
  - Chair (the minister of the church or his/her appointee)
  - Secretary
  - Treasurer
  - Three church members
  - Three other participant volunteers of *Second Helpings*.
- As a project listed under the auspices of Stamford Methodist Church, the board shall have more Church members than non-Methodist Church members.
- The Board will meet at least twice per year and will report to each meeting of Stamford Methodist Church Council.
- Annual Accounts should be audited following Stamford Methodist Church's standard protocols.
- The quorum shall be 5 members of the Committee.

#### 4. MANAGEMENT COMMITTEE

- The day-to-day affairs of *Second Helpings* (comprising the Community Café, Bunker, Food Boutique and Community Fridge, plus other initiatives in accordance with the organisation's stated purpose) shall be conducted by the Management Committee.
- This shall consist of at least 5 and not more than 10 members. The Minister shall be an ex-Officio member and one other Committee Member may be nominated and automatically appointed by the Board. The remainder of the Management Committee shall be appointed at the AGM.
- The Committee shall have the power to co-opt individuals.
- The quorum shall be 50% of the Committee.
- The Chair shall where necessary have the casting vote.
- The Committee shall be elected at the Annual General Meeting of *Second Helpings*. The Committee shall comprise:
  - Chair
  - Secretary
  - Treasurer
  - Other officers as it deems necessary.

- Nominations for Committee positions, suitably proposed and seconded by Second Helpings volunteers, shall be with the knowledge and support of the person nominated. Where no nominations for a particular Committee post or posts are received within the due deadline, nominations, suitably proposed and seconded, may be taken from the floor.

## **5. FINANCE**

- Second Helpings will keep proper account of its finances and run a bank account for this purpose.
- All cheques or similar payments drawn on Second Helpings' account shall be signed/authorised by any two of the Chair, Treasurer or Secretary of the Management Committee or, by prior agreement, members of the Board.
- The Treasurer of the Management Committee will report on the state of the finances to the Board.
- The Management Committee shall have the power to authorise operational expenditure up to a figure set by the Board - currently set as £200 in February 2019.
- The Management Committee will report proposed use of any funds in excess of £200 to the Board for approval.
- Reserves shall be used solely for the purposes as set out above under item 2 (a), (b) and (c) above unless expressly authorised by the Board.
- Audited accounts to 31<sup>st</sup> August each year shall be submitted to each AGM.

## **6. ANNUAL GENERAL MEETING**

- The Management Committee shall call an Annual General Meeting of Second Helpings between 1<sup>st</sup> July and 31<sup>st</sup> August giving members, guests and other members of the public at least 21 days' notice.
- Only those present at the meeting shall be entitled to vote.
- The Chair of the Board shall have the casting vote.

## **7. SPECIAL GENERAL MEETING**

A Special General Meeting may be called at any time on a written request detailing matters to be discussed, delivered to The Secretary of the Board c/o Stamford Methodist Church and signed by at least 20 volunteers, guests, members of the Church or other interested parties. At least 21 days' notice of the meeting must be given.

## **8. SAFEGUARDING**

As a project under the auspices of Stamford Methodist Church, Second Helpings adopts the Safeguarding policy of the Methodist Church of Great Britain. Volunteers are required to agree to this policy which ensures that Second Helpings offers a safe space for all, volunteer, guest and customer alike. A copy of the Safeguarding Policy can be found on the Stamford Methodist Church website [www.stamfordmethodistchurch.org.uk](http://www.stamfordmethodistchurch.org.uk) and [www.secondhelpings.co.uk](http://www.secondhelpings.co.uk)

## **9. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution shall only be made at the AGM or a Special General Meeting. Notice of the proposed amendment shall be given in writing to the Honorary Secretary of the Board at least 28 days before the meeting and details shall be given in notice convening the meeting. An amendment shall be carried by at least two thirds of the people present voting in its favour.

## **10. CESSATION OF THE PROJECT**

- Should Second Helpings cease to operate, the funds and any assets pertaining to it shall revert to the oversight of Stamford Methodist Church.
- Such funds and assets shall be used to achieve the purposes of Second Helpings as set out under item 2 (a), (b) and (c) above.