

## Second Helpings Constitution

### 1. NAME

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

### 2. PURPOSE

- a. *Second Helpings* aims to reduce food waste by working with and using food from local sources (within a 10- mile radius of Stamford with any exceptions approved by the Team) that can no longer be used or sold by those suppliers.
- b. *Second Helpings* aims to work in and with the local community of Stamford and surrounding villages engaging all as equals to enjoy coming together and using or volunteering at the Pantry, Café or as Collectors.
- c. *Second Helpings* works within the values of the Stamford Methodist Church and any contribution for food is on a Pay As You Feel basis.
- d. *Second Helpings* offers an expression of the love of God who gives abundantly in order that everyone may share in the bounty of creation.
- e. *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 Management Committee to oversee the work of Second Helpings. The Committee will consist of:

A Chair (the minister of the church or his/her appointee)

A Secretary

An Honorary Treasurer (appointed by the Second Helpings AGM)

The Stamford Methodist Church Safeguarding Officer

At least two other church members

At least two other Team members one of whom shall be the Team Chair or, if unable to attend, the Team Deputy Chair.

At least two people who are not Team members.

Names of the existing Committee and/or proposed members should be submitted by Admin Support to the Secretary to the Church Council by the 1<sup>st</sup> September [stamfordmcsecretary@gmail.com](mailto:stamfordmcsecretary@gmail.com) for (re)appointment.

In the event of a vacancy at other times, a proposal may be submitted to the Minister for appointment at the next meeting of the Church Council.

As a project listed under the oversight of Stamford Methodist Church,

- The Management committee will meet at least twice per year and report to each meeting of Stamford Methodist Church Council.
- The Management Committee shall propose names of Officers and Team Members to the AGM.
- Annual accounts should be audited following Stamford Methodist Church's standard protocols.
- The Quorum shall be 6 members of the committee.

### 4. THE TEAM

- The day-to-day running of Second Helpings shall be conducted by the Team
- The Minister shall be an ex-officio member.
- The Team shall comprise:
  - Team Chair

Team Deputy Chair

*Either the Team Chair or the Team Deputy Chair, or both, shall be a Member of the Methodist Church and a voting member of the Stamford Methodist Church Council.*

Honorary Treasurer

Admin Support (Secretary)

Lead of each Second Helpings Department

Second Helpings employees, if any

Other officers as deemed necessary.

- The Team shall meet monthly.
- All Team Members shall prioritise attendance
- The quorum for meetings shall be 50%
- The Chair shall have the casting vote.

Team vacancies (other than Team Chair, Team Deputy Chair) shall be advertised on the Second Helpings web site with an invitation to request a Job Description. Application is by submission of CV with a covering letter. All Applicants should provide the names of two referees. Applicants will be short-listed by the Team and interviews conducted by a designated sub-team. This appointment will be confirmed at the AGM or at a Special General Meeting.

## **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 Team or by prior agreement members of the Management Committee.
- The treasurer of the Team will report on the finances to the Management Committee.
- The Team Meeting shall have the power to authorise operational expenditure up to a figure set by the Management Committee.
- 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 Chair/Deputy Chair, Treasurer and one other member of the Management Committee.
- Audited Accounts to 31st 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 1st July and 31st August giving members, guests and other members of the public at least 21 days notice in writing.
- Only those present at the meeting shall be entitled to vote.
- The AGM shall be chaired by the Chair of the Management Committee, who shall have the casting vote.
- The Secretary shall invite expressions of interest for appointment as Team Chair/Team Deputy Chair at least six weeks in advance of the AGM. The Management Committee shall consider these expressions of interest and bring proposals for appointment to the AGM or, at other times, to a Special General Meeting.
- The AGM shall confirm all other Team Member appointments.
- Names of those proposed for appointment will be included in the AGM Agenda published at least 21 days before the date of the AGM.
- The date of the AGM shall be agreed at the previous year's AGM.

## **7. SPECIAL GENERAL MEETING**

A Special General Meeting may be called at any time in response to a written request detailing matters to be discussed, delivered to the secretary of the Management Committee c/o Stamford Methodist Church and signed by at least 20 volunteers, members of the church or other interested parties. At least 21 days notice of the meeting must be given.

## **8. SAFEGUARDING**

- Second Helpings seeks to offer a safe space for all.
- Second Helpings adopts the Safeguarding Policy of the Methodist Church of Great Britain. A copy of the Safeguarding Policy can be found on the following websites: [www.stamfordmethodistchurch.org.uk](http://www.stamfordmethodistchurch.org.uk) and [www.secondhelpings.org.uk](http://www.secondhelpings.org.uk)
- Volunteers are required to adhere to the Policy and to undertake the necessary Safeguarding Training.
- The Team Chair and the Operations Manager if appointed shall attend the Advanced Safeguarding Training.

- Department Leads, any key holder, and any person holding key safe codes are required to attend the Foundation level Safeguarding Training and obtain a Methodist Church DBS certificate.
- All other Volunteers should be encouraged to attend the Foundation level Safeguarding Training.
- All Volunteers are required to provide a passport style photograph for identification purposes and to wear their ID badge when engaged on any Second Helpings activity.

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

- Amendments to the constitution shall only be made in consultation with the Management Committee and be presented to the AGM or a Special General Meeting and to the next meeting of the Church Council. Notice of the proposed amendment shall be given in writing to the Secretary of the Management Committee at least 28 days before the meeting and details shall be given in the 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

**April 2023**