



## ALL NIGHT CAFE Constitution

**Revised July 2019** *(September 2016)*

The All Night Café Community Project Group

- 1)** The name of our Group shall be The All Night Café' and it is our intention that the project will be run as a charitable group with charitable aims and purposes.
  
- 2)** The aim of the Group shall be to deliver charitable services to people in the community. Our services shall be ethical, honest, and add value to people's lives. All our services and activities are with a view to being a benefit and a genuine support to people in health or social need. Our activities will be fully inclusive, open to all and for all ages. Our organisation is founded and based on Christian principles and is open to everyone and anyone regardless of age, culture or background.
  
- 3)** In order to achieve its aim the Group may:
  - a) Raise money
  - b) Open bank accounts
  - c) Acquire and run buildings
  - d) Take out insurance
  - e) Employ staff
  - f) Organise courses and events
  - g) Work with similar Groups and exchange information and advice with them
  - h) Do anything that is lawful which will help it to fulfil its aim.
  - i) Use volunteers
  - j) Make donations
  - k) Hold meetings
  - l) Establish Community Partnerships
  - m) Attend relevant training and develop relevant policies for The All Night Café' Constitution



#### **4) Membership**

a) Membership of the Group shall be open to individuals who are:

- interested in helping the Group to achieve its aim and goals
  
- willing to abide by the rules of the Group and support our vision and its activities
  
- willing to pay any subscription agreed by the Management Committee/ team.

b) The membership of any member may be terminated for good reason by the Management Committee/team: Provided that the member concerned shall have the right to be heard by the Management Committee or team, accompanied by a friend, before a final decision is made.

#### **5) Management Committee Team**

a) The Group shall be administered by a Management Committee Team of not less than three and not more than five individuals fairly elected at the Group's Meeting

b) The Required roles and responsibilities of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary, with up to two further members as voting ability.

c) The Management Committee Team may decide to co-opt onto the Committee, up to three more individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.

d) The Management Committee Team shall meet at least two times a year. At least three Management Committee Team members must be present for a Management Committee Team meeting to take place.

f) Voting at Management Committee Team meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second and deciding vote.

g) The Management Committee Team shall have the power to remove any member of the Committee for good and proper reason.

h) The Management Committee Team may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed number is not exceeded. All Night Cafe Constitution



## 6) The Duties of the Management Committee Team Officers

a) The duties of the **Chairperson** shall be to:

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to and
- act as the spokesperson of the Group when necessary.

b) The duties of the **Secretary** shall be to:

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group
- take and keep minutes of all meetings and
- collect and circulate any relevant information within the Group.

c) The duties of the **Treasurer** shall be to:

- supervise the financial affairs of the Group and communicate with book keeper
- ensure proper financial records are kept and clearly show all monies received and paid out by the Group.

## 7) Finance

a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group, support its beneficiaries and reasonably be spent to purchase items specific to the group purposes. Monies shall not be used for any other purpose.

b) Any bank accounts opened for the Group shall be in the name of the Group.

c) Any cheques issued shall be signed by nominated members of the Management Committee Team. Any credit or payment cards may be used only by authorised and by approved members of the Management Committee Team.

d) The Group shall ensure that its finances are examined and reported every year.

e) The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs and activity costs to members or Management Committee Team members.

## 8) Annual General Meeting

a) The Group shall hold an Annual General Meeting

b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote.

c) The business of the A.G.M. shall include:

- ☐ Receiving a report from the Chairperson on the Group's activities over the year
- ☐ Receiving a report from the Treasurer on the finances of the Group
- ☐ Electing a new Management Committee Team if required
- ☐ Considering any other matter as may be decided.



### **9) General Meetings**

- a) There shall be a General Meeting (excluding the A.G.M) each year.
- b) All members shall be entitled to attend.
- c) At least 25 percent of members must be present for the Annual General Meeting and any other General Meeting to take place

### **10) Special General Meeting**

A Special General Meeting may be called by the Management Committee or a minimum of 3 members to discuss an urgent matter. The Secretary shall give all members ten days' notice of any Special General Meeting together with notice of the business to be discussed.

### **11) Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

### **12) Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim.



Appendix1: Clarification of Relationship Between  
The All Night Café & Big Fish 117 Ministries

Big Fish 117 Ministries was set up in 2004 as a response to increasing health and social inequality in some neighbourhoods.

In 2007 the project was carrying out outreach activities in three locations, Surrey Heath, Rushmoor and Aldershot.

Responding to an increase in homeless adults in these locations a team of volunteers began outreach to the homeless community.

In 2015, The All - Night Café was set up as an initial winter drop in and café project for the homeless and people living in need locally.

In 2016 The All - Night Café was established as a stand - alone and separate project, with its own constitution and management committee.

The All - Night Café opened its own bank account and approved mandate for authorised signatories.

The All - Night Café is in the process of being registered as a charity with The Charities Commission and for the above reasons now has no relationship with Big Fish 117 Ministries.


The All – Night Café website is; [www.camberleyallnightcafe.co.uk](http://www.camberleyallnightcafe.co.uk)

Email address; [camberleyallnightanddaycafe@gmail.com](mailto:camberleyallnightanddaycafe@gmail.com)

**All Night Cafe Constitution**

Revised July 2019

Signed  
Name & Role  
Date

  
C.A. COLE CHAIR  
24/07/2019

Signed  
Name & Role  
Date

ANDREW TAGGART - TREASURER  
24.07.2019