

**OXFORD POLISH ASSOCIATION**  
**CONSTITUTION AND RULES**

**1**      **NAME**

The organisation shall be called      **OXFORD POLISH ASSOCIATION (“OPA”).**

**2**      **THE PURPOSE OF THE OPA IS TO:-**

- (1) Support Polish residents in the Oxfordshire area helping them to adapt and integrate with the local environment, local regulations and principles.
- (2) Provide education, social, legal assistance and advice.
- (3) Promote Polish culture, customs, traditions and language.
- (4) Provide meeting point for any interested party to exchange information and receive support.
- (5) Help in developing talents through education, training and organising activity groups and to support groups for families with children.
- (6) The OPA is a non-profit making organisation. All profits and surpluses will be used to maintain and improve the OPA. No profit or surplus will be distributed other than to another non-profit making body.

**3**      **MANAGEMENT COMMITTEE**

OPA shall be managed by a management committee who are appointed at the Annual General Meeting (AGM).

The management committee will consists of the following officers:

Ewa Gluza - Chairperson  
Kasia Sikora - PR officer  
Joanna Wierzbicka - PA and voluntary action leader  
Tomasz Rydelski - marketing officer and photographer  
Grzegorz Kulikowski - IT and social network officer

The committee may also invite other people to serve on the committee because of their particular skills or knowledge.

**4**      **CARRYING OUT THE PURPOSES**

In order to carry out the purposes, the management committee has the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the association
- (3) co-operate with and support local officials, professionals and other organisations with similar purposes.
- (4) organise English (and Polish) language courses and other courses and lectures helping to achieve purposes
- (5) organise integrating events, meetings etc.
- (6) do anything which is lawful and necessary to achieve the purposes

**5**      **MEMBERSHIP**

**The OPA shall have a membership. Individuals who support the work of the organisation (aged 18 or over) can apply to become a member by completing the membership application form and by acknowledgment that they have read and understand this constitution. The Trustees will keep an up-to-date membership list (complying with the Data Protection Act 1998).**

**The management committee may remove/reject a person’s membership if it is in the best interests of the OPA. The member has the right to be heard by the management committee before the decision is made and can be accompanied by a third party as such committee.**

**6**      **EQUAL OPPORTUNITIES**

The OPA will not discriminate anyone on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age (18 or over).

## **7 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members advising them of the agenda. Minutes must be kept of the AGM.
- (2) A quorum at AGM shall be 15 members or 10% of the voting membership whichever is lower.
- (3) Every member has one vote.
- (4) The management committee shall present the annual report and accounts.
- (5) Any member may stand for election for the management committee. In the event of more than one person being nominated for an individual position a secret ballot will be held.
- (6) Members shall elect between 5 and 10 management committee members to serve for the next year. They will retire at the next AGM but may stand for re-election.

## **8 MANAGEMENT COMMITTEE MEETINGS**

- (1) The Management Committee must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chairperson, treasurer and secretary. The Management Committee may act by majority decision.
- (2) At least 5 members of the management committee must be present at the meeting to be able to expedite decisions. Minutes shall be kept for every meeting.
- (3) If management committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the management committee may appoint up to 2 additional members. They will stand down at the next AGM.
- (5) The management committee may make reasonable additional rules to help run the OPA. These rules must not conflict with this constitution or the law.

## **9 MONEY AND PROPERTY**

- (1) Money and property must only be used for the organisation's purposes.
- (2) The Management Committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) The Management Committee cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the organisation's bank account. All cheques must be signed by 2 members of the Management Committee as stated in the bank mandate.
- (5) **The reserve amount £300 have to be in a bank account towards the yearly liability insurance.**

## **10 GENERAL MEETINGS**

If the Management Committee considers it is necessary to change the constitution, or wind up the OPA, they must call a General Meeting so that the membership can make the decision. The Management Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to an organisation with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) The Management Committee may also call a General Meeting to consult the membership.

## **11 SETTING UP THE ORGANISATION**

This constitution was adopted on 24/06/2012 by the people whose signatures appear below. They are the first members of the OPA and will be the trustees until the AGM, which must be held within one year of this date.