



LATVIAN COMMUNITY  
PORTSMOUTH

# CONSTITUTION

**CONSTITUTION OF  
Latviešu Kopiena Portsmutā/Latvian Community in Portsmouth**

## **NAME**

The community shall be called **Latviešu Kopiena Portsmouthā/ Latvian Community in Portsmouth** (called the “Association”).

## **MISSION**

To represent the interests of the community, to promote integration and mutual understanding between different communities in the country of residence, calling for observance and understanding of the body of national laws and regulations, promoting goodwill and tolerance through volunteering, professional and community networking. To popularise and introduce the cultural and historical heritage of the community as well as cultural interactions with cultures of other nations in a multicultural environment. To organise and participate in the process of cultural cognition and popularisation assist the community in the integration process.

## **OBJECTS**

The objects of the Association shall be for the benefit of the people of the United Kingdom:

- To provide opportunity for community members to Latvian cultural heritage and Integration roles in the UK.
- Counselling, information services, orientation, advocacy, advice, translation and interpreting services, in matters relating, immigration, welfare benefits, health and employment.
- To provide facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social and economic circumstances.
- To represent the interests of the community, to promote integration and mutual understanding between different communities in the country of residence, promoting goodwill and tolerance through volunteering, professional and community networking.
- To provide for the advancement of education. To provide opportunities for members to attend interest clubs.
- To provide opportunity for members to attend cultural classes (language, folklore, national kitchen cooking classes, story class, geography lessons, games, etc).
- To popularise and introduce the cultural and historical heritage of the community. The purpose of this group shall be to promote and preserve Latvian culture, language, and traditions, to provide a platform for Latvians and those interested in Latvia to meet and form connections, and to engage in activities that benefit the Latvian community as well as cultural interactions with cultures of other nations in a multicultural environment.
- To work with others and support small Community Organisation bases in the United Kingdom.

## **MAIN GOALS AND TASKS**

- To provide a learning environment for children to, not only learn how to read, write, and speak Latvian, but also for subjects like history, folk dance, folklore, geography and singing.
- Recreational activities for adults who are interested to learn Latvian language and culture.
- To organise and participate in the process of cultural cognition and popularisation.
- Assist the community in the integration process.

### **GOALS**

- To provide opportunity for community members to Latvian cultural heritage and Integration roles in the UK.
- To offer various interest clubs (handicrafts, design, floristry, fashion, IT) for all other interests.
- To promote within the local community for education and integration in the UK.
- To create an existing community network.
- To popularise the need to learn the Latvian language, as well as other languages, to get to know culture not only among adults, but also among young people and children.
- To promote and develop exchanges of experience in cultures, education, business and other fields.
- Identify areas and levels of problems when living abroad, emigrating or remigrating.
- To help the community in the integration process.
- To create a common image of the Latvian community abroad.
- To organise such events as the members desire.
- To provide its services in a way which is fair, equal and non-discriminatory.

### **TASKS**

- To organise and participate in the study of the extent of emigration and remigration. to organise, participate and perform the identification of problem areas and volumes, offering various solutions to those living abroad, wishing to emigrate or remigrate.
- To organise and participate in the research and expansion of the network of existing community.
- To organise and participate in the creation of possible solutions for the acquisition of the Latvian language and other necessary languages.
- To organise and participate in the process of cultural cognition and popularisation (such as dance festivals, folk festivals, scientific contests, etc).
- To organise and participate by promoting the exchange of experience in the fields of culture, education, business and others.
- To form informal interest groups that would be accessible and interesting for all age groups.
- To provide practical assistance in various fields.
- To provide solutions and opportunities for the establishment of economic co-operation, evaluating the previous scope and tendencies of co-operation.
- To create a common recognizable image of the Latvian community, inviting representatives of the community to become carriers of the Latvian image abroad.

## **POWERS**

In furtherance of the said objects, the association shall have power to:

- Make the target community aware of their potential skills, their region problems and give advice on appropriate support and wellbeing.
- To buy, take on lease or exchange any property necessary for the achievement of their objects and to maintain and equip it for use.
- Subject to any consents required by law to sell, lease or dispose of all or part of the property of the Association.
- Subject to any consents required by law to borrow money and to charge all or any part of the property of the charity with repayment of the money so borrowed.
- To employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- To cooperate with charities, voluntary bodies and statutory authorities operating in furtherance of objects or similar purposes and to exchange information and advice with them.
- To establish or support any charitable trusts, association or institution formed for all or any of the objects.
- To appoint and constitute such advisory committees as the Executive Committee may think fit.
- To do all such other lawful things as are necessary for the achievement of the objects.
- Participate in project competitions to achieve the goals set by the Association.

### **Objectives of the organisation**

- Provide support and assistance to the Latvian Community in the United Kingdom in promoting integration and cooperation.
- Promote Latvian culture, history and traditions.
- Develop and develop cooperation with similar organisations.
- To provide consultations and support to the Latvian Community in legal, employment and other matters.

### **In order to achieve the objectives set, the organisation shall perform the following main tasks**

- Organise Latvian cultural, educational and recreational events.
- Provides opportunities for learning the Latvian language.
- Advise on United Kingdom legislation and the rights and obligations of Latvians.
- Cooperate with similar organisations for representation of interests of the Latvian Community.

Establish and maintain contacts with the United Kingdom institutions in defence of the interests of the Latvian Community.

## **MEMBERSHIP**

- The members of the association will elect committee members from within the association. Non- members may be elected to positions if that particular person holds a specific expertise that will benefit the organisation.
- Associate members who don't pay a full subscription don't have a right to vote.
- Full members who do have a right to vote, pay the full membership fee and must be 18 or over.
- Co-opted members: members who have been invited to sit on the Management Committee. They are advisers with the right to vote in the Management Committee.
- The committee membership will be reviewed annually at the Annual General Meeting of the Association. Each member is to hold office until the conclusion of the Annual General Meeting or by the date determined by members at the Annual General Meeting. Members of the committee are eligible for re-election.
- The purpose of the committee is to:
  - Control and manage the affairs of the association and;
  - Exercise all functions other than those functions outlined in this constitution that require a general meeting of members of the association, and;
  - Have the power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.
- The committee is to consist of: i. The office-bearers and three (3) committee members. The total number of committee members is required to consist of a minimum of three (3) representatives.
- The office- bearers of the association are as follows:
  - 1 Chairperson
  - 1 General Secretary
  - 1 Treasurer
- The committee must meet at least six (6) times in a twelve (12) months period at such place and time the committee determines. Additional committee meetings may be convened by any member of the committee. No committee member will receive monetary payments for their voluntary service to the association.

## **SUBSCRIPTIONS**

Membership of the association is free; however, all full members have to make a monthly donation of which the minimum amount will be fixed by the General Assembly.

## **TERMINATION OF MEMBERSHIP**

- The General Meeting may, by unanimous vote and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
- Membership shall cease by resignation in writing.
- Any natural or legal person with legal capacity who supports the objectives of the organisation may become a Member.
  - Members shall have the following rights:
    - Participate and vote in organisational meetings
    - To be elected to the management of an organisation
    - Get organisational activity information
    - Participate in all events organised by the organisation
    - Free to make suggestions and feedback about the organisation's performance
  - Obligations of Members:
    - To observe the articles of association and ethical norms of the organisation
    - Regularly pay membership fees in an approved amount
    - Support the achievement of the organisation's objectives through its active participation
    - Provide the organisation with the necessary information to ensure its operation
- A Member may withdraw from the Organisation at any time by informing the Governing Board thereof in writing. A Member may be excluded by decision of the Management Board if he or she fails to fulfil his or her duties.

## **GENERAL MEETINGS**

- Annual General Meetings must be held within six (6) months after the close of the association's financial year (Before the 30th June of each year).
- The Annual General Meeting will be convened on such a date and time as the committee chooses.
- At least the secretary shall give 28 days' notice to members.
- Adequate notice will be given to members
- The Annual General Meeting will include.
- Confirmation of minutes from the previous general meeting.
- To receive committee reports on the association's activities during the preceding year.
- The business of Annual General Meeting shall be:
  - To consider the annual report of the Management Committee on the work of the association and its activities during the proceedings years.
  - To approve the audited accounts of the association.
  - To elect a new Management Committee.
  - To appoint an independent committee of control (audit) for the coming year.
  - To consider any other business which due notice has been given.

## **SPECIAL GENERAL MEETING**

The chair of the Management Committee may, at any time within 28 days of receiving a written request to sign by two-thirds of the full members of the Association, call a special General Meeting of the Association to consider the Business specified on the meeting and form other purposes.

## **MANAGEMENT COMMITTEE**

The Management Committee shall be vested with executive power and consists of:

**1 Chairperson**

**1 General Secretary**

**1 Treasurer**

## **RULES OF PROCEDURES AT ALL MEETINGS**

### **• Voting**

Subject to provision of clause 12, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

### **• Quorum**

Committee meetings: one-third of the members shall form a quorum at meetings of the Management Committee and all other committees.

General Meetings: Two-third of the members shall form a quorum at General Meetings of the Association. In the event that no quorum is present, the meeting shall be adjourned and be reconvened eight days later, and those members present at that meeting shall be deemed to form a quorum.

- **Minutes**

Minute's books shall be kept by the Management Committee and all other committees and the General Secretary shall enter there in a record of all proceedings and resolutions.

## **FINANCE**

The organisation's budget is planned for each calendar year.

### **Sources of finance are:**

- membership fees
- for donations
- project financing
- income from economic activities
- funds raising activities organised by the Management Committee on behalf of the Association.

### **Receipts and expenditure.**

The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the charity at such bank as. The Executive Committee shall from time to time decide; all cheques drawn on the account must be signed by at least two members of the Management Committee.

The funds belonging to the Association shall be applied only in furthering the objects. The income and property of the Association will be applied solely towards the promotion of its objectives.

### **Expenditure is covered under the approved budget for the following headings**

- office maintenance costs
- personnel costs
- costs for the implementation of activities and projects of the Organisation
- other expenditure to achieve the objectives of the organisation

The funds will be used in pursuance of the objectives of the association. The elected committee will determine the appropriate and proper management of funds.

All expenses will be scrutinised by the committee. The committee will decide on what non-standard items are to be purchased. An annual Financial Summary will be issued to members at the Annual General Meeting.

Accounting shall be performed in accordance with the requirements of regulatory enactments. A mandatory annual report shall be carried out at the end of the reporting year.

The auditor shall be elected annually to a meeting of members and shall carry out an audit of the organisation's accounting and use of financial resources.

## **DECLARATION**

Latviešu Kopiena Portsmutā hereby adopts and accepts this Constitution as a current operating guide, regulating the actions of the members

This constitution can only be changed by the association passing a special resolution which is consistent with the Act and the rest of the constitution.