



## **Constitution**

**Name:** L A Group, (Local Activity Group) (Illingworth and Bradshaw)

### **The Aims of the group are:**

1. To offer the older members of the community in Illingworth and Bradshaw and surrounding areas a range of activities and classes.
2. To offer members opportunities for/to:
  - a. Social interaction
  - b. Promote wellbeing and good health
  - c. Share knowledge and skills.
3. To reach out to the older community and to be inclusive and accessible to all.

### **Powers:**

In furtherance of the aims and not otherwise the group may exercise the following powers:

1. Raise money
2. Open Bank Accounts
3. Buy and sell
4. Take out insurance
5. Employ paid staff and volunteers
6. Organise courses and events
7. Do anything that is lawful which help it to fulfil its aims etc.

### **Membership:**

1. Membership of the group is open to anyone who supports the aims of the group.
2. Membership lasts for 1 year and may be renewed annually.
3. The Management Committee will keep an up to date membership list.
4. The Management Committee have the right to refuse and the right to expel a member, provided it is in the best interests of the group to do so, and the individual is given the right to be heard by the Management Committee before the decision is made. They can be accompanied by a friend.

### **Equal Opportunities:**

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

### **Confidentiality Policy:**

All LA Group members hereby undertake not to use nor disclose any confidential information relating to any other member of the LA Group.

## **Annual General Meeting – AGM**

1. The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
2. There must be at least a quorum of 20% of paid-up membership present at the AGM.
3. The Management Committee shall present an annual report and accounts, amalgamated from all activities and classes.
4. Any member may put themselves forward for election as a Management Committee member at the AGM.
5. Every member has one vote.
6. Members shall elect between 3 and 10 members to the committee. They will retire at the next AGM and may stand for re-election.

## **Management:**

1. The Management Committee shall hold at least 3 meetings each year. They will elect a Chair, Treasurer and Secretary at their first meeting and other officers as deemed necessary by the group.
2. At least 3 Management Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. Voting at Management Committee meetings will be by a show of hands. If there is a tied vote then the Chairperson shall have second vote.
4. The Management Committee must keep accounts which may be viewed by any member on request.
5. During the year, the Management Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.
6. The Management Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

## **Money:**

1. Funds must be held in the Groups bank account. All cheques must be signed by 2 Management Committee members, (up to 4 management committee members will be authorised signatories with the bank)
2. Funds cannot be used to pay Management Committee or Members except to refund reasonable legitimate expenses.
3. Funds and Property must only be used for the legitimate purposes of the Group.

## **Special General Meetings:**

Special General Meetings may be called by the Management Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

1. **Changing the Constitution:** The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.
2. **Emergency Special General Meeting:** To allow members to decide on important issues.
3. **Winding Up:** The group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to another group with similar aims and purposes.

