



The Adult Resource Centre
SN Adults 19+

CONSTITUTION

The purpose of the group is to provide support to special needs Adults over the age of 19. Reducing isolation and building relationships within the group, that will be fun and therefore increasing socialisation.

CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to:-

- (1) Raise funds, receive grants and donations.
- (2) Buy or sell property, take on leases and employ staff.
- (3) Co-operate with and support other groups with similar purposes.
- (4) Do anything else within the law which is necessary to achieve the purposes.

MEMBERSHIP

The Committee may admit to membership anybody aged 18 and over who supports the purpose of the group. People who wish to become a member should apply to the Committee. Membership lasts for 1 year and may be renewed. The Committee will keep any up to date membership list.

The Committee may expel someone from membership, provided it is in the best interest of the group to do so and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

VOTING

- (1) Each full member who has attended at least 2 previous meetings in the previous 6 months will be entitled to vote at any general meeting/committee meeting AGM or Special AGM.
- (2) All decisions will be passed by a simple majority vote, in the event of a stalemate the Chair shall have a second vote or deciding vote.

ANNUAL GENERAL MEETING – AGM

- (1) The AGM must be held every year, with 21 days notice given to all members telling them what is on the agenda.
- (2) There must be at least 10 members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every member has one vote (see proviso at E2)
- (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.

COMMITTEE

- (1) The Committee shall hold at least 4 meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2) At least 3 committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) The Committee must keep accounts which may be viewed by any member in request within 14 days notice.
- (4) During the year, the 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.
- (5) The Committee may take 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 group's bank account or that of a Trusted Organisation. There should be 3 signatories who are on the Committee and all cheques will require 2 signatures. None of the cheque signatories can be related by birth, marriage or civil or common partnership.
- (2) Funds cannot be used to pay Committee members except to refund legitimate expenses.
- (3) Funds and property must only be used for the purposes of the group.

SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. All members must be given 21 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 Meetings – to allow the 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 a group with similar (charitable) purposes.

SETTING UP THE GROUP

This constitution was adopted onby the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Signature Jackie Hansen. Date.....

Signature..... Julie Willers. Date.....

Signature Jill Maloney. Date.....

Signature Anne Livermore. Date

