

Hope Triangle Health Group Constitution

1. Name of the Group

The name of the Group shall be Hope Triangle Health Group (HTHG)

2. Aims of the Groups

- a. To safeguard and promote the interests of the residents of Oxfords, Firrhill & Colinton Mains on health matters in said area.
- b. To uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on the grounds of race, religion, nationality, disability, political belief, gender and sexual orientation.

3. Membership

- a. Membership shall be open to all residents who live and work in the areas of Oxfords, Firrhill and Colinton Mains and are over the age of sixteen, regardless of gender, sexual orientation, HIV status, disability, nationality, political party, race or religious opinion.
- b. Membership shall be free of charge.
- c. Members will conduct themselves in an appropriate manner when attending meetings or any other function in connection with the group.
- d. Any member acting inappropriately or bringing the group into disrepute including any ageist, sexist or other discriminatory remarks may have their membership suspended by the committee with two thirds the majority of those attending a committee meeting.
- e. Any member of the group will have the right to appeal this decision at a specially convened members meeting called within 21 days.

4. Committee

- a. A committee shall be elected to carry out the business of the group.
- b. The committee shall be made up of the Chairperson, Vice-Chairperson, Secretary, Treasurer and a minimum of two general committee members.
- c. The committee shall be elected at the Annual General Meeting of the Group. Vacancies on the committee may be filled by co-option which will stand until the next Annual General Meeting.
- d. The Officer Bearers shall carry out the duties given to them by a general meeting of the Group.
- e. A quorum for committee meetings shall be four people.
- f. The committee shall meet no less than six times a year.

- g. If a committee member fails to attend three consecutive meetings without tendering apologies then will be deemed to have resigned and the vacancy filled.
- h. Decisions will normally be made by consensus. In the event of a vote all the committee members will have a vote and in the case of a tied vote the Chairperson will have a final casting vote.

5. Conduct of Business

- a. During all meetings of the association all remarks shall be made through the Chairperson; or in his/her absence through the Vice Chairperson.
- b. At all meetings of the group decisions will be made on a majority vote. The Chairperson shall hold the casting vote in the case of a tie.

6. Annual General Meeting

- a. There shall be an Annual General Meeting within 14 months of an inaugural meeting or last AGM at which the committee shall make a report of its activities, present a statement of accounts and shall then resign.
- b. The Secretary shall notify all members and advertise locally details of the Annual General Meeting not less than fourteen days before the meeting.
- c. The AGM shall elect a new committee and vote on any recommendations or motions and any amendments to the constitution.
- d. The AGM shall appoint an individual not having served on the committee during the preceding 12 months to audit its accounts.

7. Other General Meetings

- a. There shall be a general meeting open to all members of the Association every 4 months or as circumstances may require as decided by the committee.
- b. A Special General Meeting open to all members of the Association will be held if six or more members submit, in writing a request for such a meeting to the Secretary, who will arrange for such a meeting to take place within 14 days.
- c. In all cases, the Secretary shall publicise general meetings at least seven days in advance.

8. Quorum

No general meeting or Annual General Meeting shall be considered quorate if less than 6 households are represented.

9. Finance

- a. A Bank Account shall be opened in the name of the Association. The committee shall authorise in writing three of its members for the purpose of drawing monies or making payments by cheque. All cheques must be signed by not less than two of the three authorised signatories. No two signatories from the same family/household should sign a cheque.
- b. All monies raised by or on behalf of the Association shall be applied to further the aims of the Association.
- c. The Treasurer shall keep proper accounts of the finances of the Association and make a report available at every committee meeting. The committee shall agree all financial transactions.

10. Changes to the Constitution

- a. The constitution may only be altered at the Annual General Meeting or at a Special General Meeting.
- b. All proposed changes to the constitution must be submitted in writing to the Secretary at least seven days before the general meeting.
- c. Any changes to the constitution must be agreed by a majority of at least two thirds of the members present at the meeting.

11. Dissolution of the Association

- a. The Association may only be dissolved by a Special General Meeting called for that purpose.
- b. Such a meeting must be advertised at least fourteen days before the date of the meeting.
- c. A proposal to dissolve the Association shall only take effect if agreed by at least two thirds of the members present at the meeting.
- d. Any remaining funds and assets shall be returned to the relevant funding body and distributed amongst local charities or community organisations with similar aims nominated by that meeting.
- e. On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.

12. Adoption

This constitution was adopted at the inaugural of 18/02/13

Signed.....Date.....

Chair person

Signed.....Date.....

Secretary

Code of Conduct

Code of Conduct for Meetings

At the meeting, we agree that we will:

- ✓ Come prepared for meetings
- ✓ Be respectful of each other
- ✓ Respect the authority of Chairperson
- ✓ Let the Chair know that we want to speak
- ✓ Speak one at a time
- ✓ Listen to each other and let people talk without interruption
- ✓ Make sure that everyone is encouraged to participate
- ✓ Not use sexist, racist or other discriminatory language
- ✓ Respect confidentiality and not bring up personal issues which may cause embarrassment or identify an individual
- ✓ Stick to the agenda
- ✓ Abide by the decisions of the group
- ✓ Talk problems through and not try to find someone to blame
- ✓ Encourage constructive criticism