

CONSTITUTION OF STEP OUT SHEFFIELD

1.0 NAME

The name of the Group shall be Step Out Sheffield

2.0 SCOPE OF THE GROUP

2.1 The Group shall function as a Not For Profit Organisation

2.2 The Group shall act as agents for the national organisation Walking for Health.

2.3 The Group will conform with the national guidelines of Walking for Health, and any notices or instructions issued by Walking for Health. Should this Constitution fall into conflict with any documentation issued by Walking for Health then the documentation issued by Walking for Health will take precedence.

2.4 The Group shall be responsible for Walking for Health activities at the following locations:-

Bramall Lane
Crookes Bolehills
Crystal Peaks
Ecclesfield
Ecclesall Woods (Tuesday and Thursday)
Firshill
Firth Park
Forge Dam/Whiteley Woods
Frechville
Gleadless
Graves Leisure Centre
Graves Park
Grenoside
Handsworth
Hillsborough
Low Edges
Norfolk Park
Owlthorpe
Pitsmoor
Porter Valley
Richmond
Sheffield Wednesday Football Ground
Stannington
Stocksbridge
Totley
Wisewood/Wadsley
Woodhouse

The Group may add locations to this list, or remove locations from this list at their discretion.

3.0 AIM

The aim of the Group shall be to advance fitness, and physical and mental well-being for the people of Sheffield, by encouraging them to walk regularly irrespective of their age, level of fitness, or physical and mental capability where this is reasonably practicable.

4.0 POWERS

In order to achieve its aims the group may

- 4.1** Raise money from any source the Group deem suitable.
- 4.2** Open and operate any bank accounts deemed necessary by the Group.
- 4.3** Rent or hire premises.
- 4.4** Arrange transport as necessary, and where appropriate fund transport for individuals.
- 4.5** Organise a programme of health activities and events
- 4.6** Work with other Groups and exchange information and advice with them.
- 4.7** Change the functional status of the Group if it is deemed necessary to employ staff or take out insurance.
- 4.8** Undertake any other activity within the constraints of this Constitution to advance the Group.

5.0 MEMBERSHIP

- 5.1** Membership of the Group shall be automatically conferred on any person on achieving certification as a Volunteer Walk Leader with any of the activities listed in **2.4**.
- 5.2** Each member shall have one vote at meetings of the Group.
- 5.3** Any membership may be terminated for good reason by the Management Committee.

6.0 MANAGEMENT

- 6.1** The Group shall be administered by a Management Committee of not less than three and not more than ten Group members elected at the Group's Annual General Meeting (A.G.M.)
- 6.2** The Management will be responsible for making decisions and introducing any measures it deems necessary for the safe and effective operation of the Group.
- 6.3** The officers of the Committee shall be:- Chair, Treasurer, and Secretary. Officers will be elected by the Management Committee from Management Committee members already elected at the A.G.M.. They will be elected annually at the meeting of the Management Committee immediately following the A.G.M.
- 6.4** Within the upper limit of 6.1 the Management Committee may co-opt up to three individuals in an advisory and non-voting capacity to help fulfil the aims of the Group.
- 6.5** The Management Committee shall meet at least twice a year.
- 6.6** At least three Management Committee members must be present for a meeting to be quorate.
- 6.7** Voting at a meeting of the Management Committee shall be by show of hands. In the event of a tied voter the Chair shall have a casting vote.
- 6.8** The Management Committee shall be authorized to remove any Management Committee member for good and proper reason.

- 6.9 The Management Committee may appoint any other member of the Group as a Management Committee Member to fill any vacancy subject to the upper limit of 6.1.
- 6.10 The Management Committee shall identify any specific roles necessary to fulfil its function, and appoint volunteers to these roles. Volunteers filling such identified roles are not required to be members of the Management Committee, but would be required to report to it.
- 6.11 The Management Committee may elect to defer any decision they deem to have a major impact on the Group for discussion by members at the next A.G.M. or at a Special General Meeting convened for a specific reason. Any decision so deferred and taken by the members shall be binding.
- 6.12 In the event of long-term absence of an Officer for a period exceeding 28 days the Management Committee may appoint another Management Committee member to act in that role.

7.0 DUTIES OF THE OFFICERS

- 7.1 **Duties of the Chair**
Chair Meetings of the Management Committee and the Group.
Represent the Group at events that the Group has been invited to attend.
Act as spokesperson of the group when appropriate.
Ensure the activities of the group remain focused on its main aim.
- 7.2 **Duties of the Secretary**
Be the main point of contact for all correspondence.
Keep a membership list.
Prepare, in consultation with the Chair, the agenda for meetings of the Management Committee and the Group.
Ensure that all meetings are minuted and minutes are circulated appropriately.
Collect and circulate any relevant information within the Group.
- 7.3 **Duties of the Treasurer**
Oversee the financial affairs of the group.
Keep proper accounts reflecting all monies received and paid out by the group,

8.0 FINANCE

- 8.1 All monies received by or on behalf of the Group shall be applied to further the aim of the Group, and for no other purpose.
- 8.2 Any bank accounts opened for the Group shall be in the name of the Group.
- 8.3 Any cheques issued shall be signed by two of four Management Committee members, nominated by the Management Committee for this role.
- 8.4 The Group shall ensure that its accounts are scrutinized in accordance with current financial regulations, at intervals prescribed by these regulations.
- 8.5 In circumstances deemed appropriate by the Management Committee they shall reimburse out of pocket expenses to both members of the Management Committee and the Group undertaking activities on behalf of the Management Committee or the Group.

9.0 ANNUAL GENERAL MEETING

- 9.1 The Group shall hold an A.G.M. in the month of May.

- 9.2 All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend said event.
- 9.3 The Business of the A.G.M. shall include, but not be limited to:-
 - 9.3.1 Receiving a report from the Chair on the Group's activities for the year.
 - 9.3.2 Receiving a report from the Treasurer summarizing the finances and accounts of the Group.
 - 9.3.3 Electing a new Management Committee.
 - 9.3.4 Any other matters deemed appropriate by the Management Committee.
- 9.4 At least twenty members of the Group must be present for the A.G.M. to be quorate.

10.0 SPECIAL GENERAL MEETING

A Special General Meeting may be called by the Management Committee, or on the request of ten or more Group members to discuss matters of urgency or importance. All Group members shall be given at least fourteen days' notice of any such meeting together with an agenda.

11.0 ALTERATIONS TO THE CONSTITUTION

Any changes to the Constitution must be approved by the Management Committee, accepted by Walking for Health, and presented to members at the next A.G.M.

12.0 DISSOLUTION

- 12.1 The Group may be wound up at any time at a Special General Meeting, or an A.G.M if agreed by two thirds of those members present at the meeting.
- 12.2 In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with a similar aim. Such a Group will be identified by the Management Committee.

13.0 APPROVAL OF THE CONSTITUTION

The Constitution is approved by the undersigned members of the Management Committee:-

NAME
ADDRESS
SIGNED
DATE

(To be repeated 10 times!!)

14.0 ADOPTION OF THE CONSTITUTION

- 14.1 The Constitution will be approved by the Management Committee.
- 14.2 The Constitution will be passed to walking for Health for their approval and acceptance.
- 14.3 Once approved the Constitution will be presented Group members at the next A.G.M.

15.0 REVIEW OF THE CONSTITUTION

The Constitution will be reviewed by the Management Committee 3 years from the date of Adoption.