

**WEYMOUTH & PORTLAND
ACCESS GROUP**

CONSTITUTION

Second Edition 20th February 2002

Name

The association shall be known as "Weymouth & Portland Access Group".

Purpose

The said Association is established for the purpose of ensuring that as far as practicable within its capabilities improvements in the standards of access and mobility for disabled people within the Borough of Weymouth and Portland are obtained.

Method

To accomplish the purpose of 2, the association shall:-

Act in an advisory capacity to the Weymouth & Portland Borough Council in matters appertaining to access.

Seek by discussion and example to obtain the interest and assistance of local Councillors, business people, associations, clubs etc. and the local community to forward the aim of 2 above.

Examples of activities are listed in Appendix `A`.

Finance

In the furtherance of the said purpose, but not further or otherwise, the said Association may:-

Obtain, collect or receive money and funds by way of contributions, donations, affiliation fees, subscriptions, legacies, grants and any other lawful method, and accept and receive gifts.

At any time that it is thought appropriate seek charitable status.

Membership

The said Association shall consist of:-

Individual members of the public who are, or have been, disabled and wish to attend. There will be no election procedure for such membership. A register of members will be kept.

Any part-time or full-time Access Officer employed by the Weymouth & Portland Borough Council.

Co-opted able-bodied persons, amongst whom may be included additional Council Officers with special knowledge or experience generally or for assistance in specific projects with the agreement of members of a (i) and a (ii), staff of Dorset County Council Social Services Department with special responsibilities for disabled people, and representatives of Dorset Association for the Disabled and The Acorns Day Centre for Physically Disabled People. The number of co-opted members shall not exceed two thirds of the total membership of a (i) and a (ii).

Co-opted members may, in special circumstances and, if elected, act as officials of the association in any capacity other than chairman and vice-chairman.

Individual members may invite any friend or relative to attend any meeting but they cannot vote.

Officers and Executive Committee

a) An Executive Committee shall be elected annually to provide for the administration, management and control of the day to day affairs of the said Association.

The Chairman and Executive Committee of the said Association shall hold office from the end of the Annual General Meeting at which they were elected to the end of the succeeding Annual General Meeting. No officer shall hold the same office for more than three consecutive years unless an extension is approved by the Committee.

Members will elect by simple majority from amongst themselves the following officers:-

Chairman

Vice Chairman

Honorary Treasurer

Honorary Secretary

Minute Secretary

Press and Publicity Officer

and such officers shall comprise the Executive Committee.

b) Nominations for those officers must be proposed and seconded by a member of the said Association and have the agreement of the nominee.

The Executive Committee may co-opt up to one third of its total membership who need not be members of the said Association for special projects.

The Executive Committee shall meet on not less than 4 occasions each year, unless there has not been an equivalent meeting of the Association, and may be summoned by the Chairman of the Executive Committee or by any two members upon 7 clear days` notice being given to all other members.

The Chairman if present, or in his absence the Vice Chairman, shall chair the Executive Committee.

A President may be appointed by the Executive Committee on the nomination of any member; such appointment shall terminate on the day of the next Annual General Meeting but may be renewed by the Executive Committee without further nomination.

Other CommitteeThe Chairman or the Executive Committee, subject to confirmation by the members of the said Association at the next Annual General Meeting, may from time to time appoint such other Committees as may be deemed necessary and may determine their terms of reference, powers and size. Provided that no such Committee may be given power to co-opt more than one quarter of its total membership.

Meetings of the said Association

The said Association shall hold its Annual General Meeting before the end of April in each calendar year at such time and place as the Executive Committee shall determine. At least 14 clear days` notice shall be given by the Honorary Secretary to the members. Other meetings of the said Association shall be held at such times as may be determined by the Committee.

A special meeting of the said Association shall be called at 14 clear days` notice in writing upon the written demand of 4 members or by the Chairman of the Executive Committee.

At every meeting of the said Association the Chairman or Vice Chairman shall be the Chairman of the Committee. In their absence the persons present shall before any other business is transacted, elect one of their number to preside at

the meeting.

At the Annual General Meeting the business shall include the election of the Executive Committee, consideration of the annual report and presentation of the accounts, which shall be checked and approved by a nominated person.

Quorum and Proceedings

A quorum at any meeting whether of the said Association or of the Executive Committee or of a Committee appointed under Clause 7 shall be at least one third of the Members of the said Association (Clause 5a) or the Committee as the case may be.

Every matter shall (except as in this Constitution provided) be determined by a majority of the members present and voting thereon. In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

Finance

The Association shall have power to raise money by means of affiliation fees, subscriptions, donations, legacies, grants in aid, and other sources.

The income and property of the said Association shall be applied solely towards the promotion of the purposes of the said Association as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the said Association. Provided that nothing herein shall prevent the payment in good faith of reasonable replacement of out of pocket expenses.

All cheques on behalf of the Association shall be signed at the bottom by at least 2 approved signatories, and the banking arrangements structured accordingly.

The said Association`s financial year shall run from March 1st to February 28/29. The accounts of the said Association shall be approved at the end of the Financial Year and be presented to the A.G.M.

Press Articles

Any articles incorporating a reference to the Association shall be released to the press

by the Press and Publicity Officer or Chairman only.

Dissolution

The said Association may at any time be dissolved by a resolution, supported by the votes of not less than two thirds of those present at a special meeting of the said Association convened for the purpose, of which at least 21 clear days` notice in writing shall have been sent to all members of the said Association. Such resolution may give instructions for the disposal of any assets held by or in the name of the said Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the said Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association, or as members may, with the approval of the Charity Commissioners (if then registered as a charity), or other authority having charitable jurisdiction, determine.

Alterations to the Constitution

Alterations to the Constitution shall receive the assent of not less than two thirds of the members of the said Association present and voting. A resolution for the alteration of the Constitution shall be received by the Honorary Secretary of the said Association at least 28 clear days before the meeting at which the resolution is to be brought forward. At least 14 clear days` notice in writing of such a meeting shall be given by the Honorary Secretary to the members, and shall include notice of the alterations proposed. Provided that if then registered as a charity no alteration to Clause 2 shall be made without the approval of the court or the Charity Commissioners or other authority having charitable jurisdiction.