

CONSTITUTION

NAME

The group's name is FRIENDS OF HARRY SOTNICK HOUSE CARE HOME

THE PURPOSES OF THE GROUP ARE :-

To raise funds for the benefit and well being of the residents of Harry Sotnick House Care Home in Portsmouth UK and the support of their visiting relatives and friends. These funds will not be used to provide goods and services that are the obligation of the service provider who runs the home.

MANAGEMENT OF THE GROUP

The group shall be managed by a committee who are appointed at the Annual General Meeting (AGM) of the group.

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) co-operate with and support other groups with similar purposes
- (3) 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 purposes of the group. People wishing to become a member should apply to the Committee.

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.

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 12 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.
- (6) Members shall elect between 3 and 5 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 3 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 on request.
- (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 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 will be held in the group's bank account with a small float being available for the LifeStyle team to access.
- (2) All cheques must be signed by 2 Committee members. Use of internet banking is permitted where it is appropriate.
- (3) Where internet banking is to be used, purchases will be made by the Treasurer on behalf of the Group using the Group's debit card with email approval from one other member of the Committee.
- (4) Funds cannot be used to pay Committee members except to refund legitimate expenses or documented purchases made on behalf of the group and previously authorised by the committee.
- (5) Funds and property must only be used for the purposes of the group.
- (6) All purchases will be supported by a valid invoice/receipt.

SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the 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 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 revised constitution was adopted on _____ 20__ by the members present at the meeting held on the same day.

Signed

Print name and address
