

# **Kettering Complementary Therapy Group**

## **CONSTITUTION**

### **1. NAME**

The name of the Group shall be Kettering Complementary Therapies Group, hereinafter referred to as the Group.

### **2. OBJECTIVES & POWERS**

The Group shall act as an independent body:

- to promote health and well being amongst the participants by offering a programme of workshops and short courses by increasing awareness of the holistic approach.
- to canvass, express and promote the views of its members and to represent those views, where appropriate, to the public and local and national government bodies and other interested organisations.
- to use any funds raised to support other local health and wellbeing charities.
- In furtherance of these objectives to:
  - a) Raise funds or invite and receive subscriptions, donations, or other contributions from any person or persons whatever.
  - b) Invest such monies as are not immediately expended, in a safe and secure manner in a Bank or Building Society account as agreed by the officers of the Group, and subject to the conditions under Finance below.
  - c) To do such other things as may, from time to time, promote the objectives of the Group and the public interest.

### **3. MEMBERSHIP**

Membership shall be open to any persons wishing to assist the objectives of the Group.

A list of attendees at meetings will be kept for a period of two years.

Members' details will be stored in accordance with current data protection legislation.

### **OFFICERS & COMMITTEE**

- a) The Group shall be managed by a Committee to be elected at the Annual General Meeting.
- b) The Committee shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and a treasurer. Meetings will be opened to any other regular participants to the Group.
- c) If vacancies occur among the officers of the Committee, the Committee shall have the power to fill them any of the other regular participants.
- d) The Committee may co-opt up to three members of the Group, to serve on the Committee until the next Annual General Meeting.
- e) A quorum of the Committee shall be two members with at least two officers

### **4. DUTIES OF THE MANAGEMENT COMMITTEE**

The duties of the Management Committee shall be:

- a) To promote the Group and seek funding / sponsorship and grants from a variety of organisations and agencies in pursuance of the Group's objectives and powers.
- b) To be responsible for the properties and monies belonging to the Group.
- c) To keep accurate minutes of all Committee meetings and have them signed by the Chairperson.
- d) To ensure the constitution is upheld and members and officers of the Group act in a friendly and supportive role, offering equal opportunities to all.
- e) To review the constitution on an annual basis, submitting recommendations if required to the Annual General Meeting.

## **5. SUBSCRIPTIONS**

No subscriptions shall be payable for membership of the Group. However, members shall pay such charges as the Committee or the Annual General Meeting shall decide, for any additional services or activities provided.

## **6. FINANCE**

- a) All funds obtained, either by the Group's own efforts or by grants and donations from others, shall be used only to further the objects of the Group.
- b) The Treasurer shall keep proper accounts of the Group's finances, and monies shall be held in a Bank or Building Society account in the name of the Group.
- c) All cheques and bank transactions are to be authorised by two nominated members of the Committee.
- d) A summary of the accounts shall be circulated to the Committee every three calendar months. The Accounts are to be independently examined annually, by a fit and proper person, and presented to the Annual General Meeting.

## **7. ANNUAL GENERAL MEETING**

The Annual general Meeting (AGM) shall be held in March to transact the following business:

1. Approve Minutes of previous AGM
2. Appointment of Chairperson
3. Appointment of other Officers & Committee
4. Chairperson's Report
5. Treasurer's report
6. Any Other Business

The Financial Year shall conclude on 31<sup>st</sup> December.

Written notice of the AGM shall be given at least 21 days in advance to all regular participants and by advertisement in an appropriate local newspaper.

## **8. SPECIAL GENERAL MEETING**

Such meetings may be called at any time by the Chairperson or Secretary, (notice to be given as for the AGM) to deal with any proposed changes to the Constitution, or for any reasonable purpose which the Committee decide should be referred to the membership in general. In the event of the Secretary receiving a minimum of twelve separate written requests from members, then a Special General Meeting must be convened with or without the Committee's agreement. The published notice must clearly state the reason for the calling of the Special General Meeting.

## **9. VOTING**

Votes will be taken on decision items and those entitled to vote will be able to cast one vote per decision item. In the case of a tied vote the Chairperson shall have the casting vote.

## **10. DISSOLUTION or MERGER**

A resolution to dissolve or merge the Group may be presented at a Special General Meeting convened as above. Such resolution must be passed by a two-thirds majority of the membership attending and any property remaining, after the satisfaction of all debts and other liabilities, should be donated to Lakelands hospice ( or any other local hospice as agreed by the membership) in memory of Marjorie Pratt the inspiration for the group.

This constitution was adopted at an open meeting for all the committee members on

Signed the Chairperson \_\_\_\_\_

Signed the Secretary \_\_\_\_\_