



## **Constitution & Rules**

Approved by AGM – May 2016

### **Constitution**

Objective

**The objective of City Synergy is to provide opportunities for social activities for people with sight loss in Brighton & Hove in the interest of promoting their social and physical welfare. In furtherance of this objective City Synergy will work towards the following:**

- a) The provision of a range of activities in response to the interests of its members.
- b) To be a supportive, user-led group encouraging members to develop self-confidence and independence.
- c) To assist in the development of sporting and leisure facilities and activities for people with sight loss.
- d) To promote awareness of issues relating to the integration of people with sight loss into society and seek for the removal of barriers to such progress.

e) To work with groups for people with sight loss and other disability organisations, developing strong networks and enhancing co-ordination and communication.

f) To do all such lawful things as further the above.

**City Synergy is working as part of East Sussex Association of Blind and Partially Sighted people (ESAB) and will follow its policies and procedures.**

## **Rules**

### **Committee**

1.1. City Synergy will be run by a committee who will be elected by and from the membership at the AGM.

1.2. The AGM will elect a Chair, Secretary and Treasurer and other committee members up to a maximum of six.

1.3. The committee will have the power to co-opt up to three additional members who will have full voting rights and can invite such volunteers as required.

1.4. Committee meetings will be held at least quarterly. Agendas and other information should be made available at least seven days before the meeting.

1.5. One third of the committee or a total of three, whichever is the greater, must be present in order for a committee meeting to be valid.

1.6. Any decision reached at a committee meeting must meet with majority approval.

1.7. In the event of a drawn vote, the chairperson will have the casting vote.

1.8. The committee may vote to call a Special General Meeting at any time.

1.9. Persons appointed as chair and treasurer plus any other members of the committee with relevant responsibilities will need to become ESAB volunteers and will require such checks and training as are deemed necessary at the time.

## **Duties of Officers**

2.1. The duties of the chair in association with the secretary will include:

- a) To chair and ensure the smooth running of Committee, Annual and Special General Meetings, including provision of advance copies of agendas and other information.
- b) To ensure in co-ordination with the ESAB main office that a full list of member's names, contact details and other necessary information is maintained.

- c) To ensure minutes are recorded and retained for committee and general meetings.
- d) To deal in a timely manner with correspondence.
- e) To co-ordinate the programme of activities ensuring members and volunteers have necessary and sufficient information to enable their participation.
- f) To ensure procedures and policies are followed and work with ESAB to adapt such policies where relevant.
- g) To represent City Synergy or encourage others to do so at ESAB meetings and with other sight loss community groups.

2.2 The treasurer's duties will include:

- a) To ensure that full financial records are kept.
- b) To ensure, in conjunction with the committee, that group financial income and outgoings meet with legal requirements.
- c) To ensure that the group's accounts are available for independent examination or audit on the correct date.
- d) To advise the committee on matters of finance, level of funds and fund raising activities.

- e) To present an oral report to the committee at each meeting and a written report to the committee on request or, in any case, annually, to be circulated at or before the AGM.
- f) To provide quarterly and other financial returns to ESAB Finance Officer.

2.3. The committee may agree to split or re-align the duties of officers in order to assist the functioning of the group.

## **Membership**

3.1. Membership will be available for persons with sight loss, full members must be aged 18 or over and will pay an annual subscription recommended by the committee and approved by the AGM.

3.2 People under the age of 18 wishing to attend should be accompanied by a responsible adult unless agreed by the committee.

3.3 A copy of the constitution, rules and procedures will be made available to new members.

3.4 Voting members have the right to call a Special General Meeting but, in order to do so, they must submit a written request to the secretary signed by at least 10 members or 50% of the members, whichever is lesser.

3.5 A member has the right to terminate his/her membership at any time; no part of the subscription fee is refundable.

3.6 The committee shall have the right to approve or reject application for membership.

3.7 The committee has the right to suspend or terminate the membership of anyone whose conduct is not in accordance with the group's policies and objectives.

3.8 In the case of 3.6 and 3.7 above, an appeals procedure will be made available if requested.

## **Finance**

4.1. Annual subscription rates will be agreed at the AGM.

4.2. The subscription year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.

4.3. Where donations are received for which an express purpose is stated, the committee will seek the consent of the donor if they propose to use the funds in any other way.

4.4. Any expenditure made on behalf of City Synergy must be covered by approved budgets which must meet with majority committee approval.

4.5 Committee members, or individuals delegated by the committee, may claim for any reasonable out of pocket expenses incurred by them on behalf of the group. Claims must be accompanied by detailed receipts where possible, and must be submitted within three months of the date of expenditure.

4.6 At least three named current or past committee members shall be cheque signatories; the bank mandate shall require two signatories on any cheque.

## **AGM Procedures**

5.1 Notification of the date, time and venue for an AGM should be provided at least four weeks in advance and agendas and other information at least 2 weeks before the meeting.

5.1 Any individual member, as defined in 3.1, who has been in membership for at least six months has the right to stand for election to the committee. Nominations must carry the name of a proposer and seconder.

5.2 To be elected a member must receive majority approval.

5.3 The meeting may agree on the recommendation of the Chair to elect the committee as a whole with roles allocated thereafter as necessary.

5.4. Resolutions must carry the name of a proposer and seconder and must be submitted to the secretary no later than one week prior to the AGM.

5.5. Any amendment to the constitution or rules must meet with the majority approval of an AGM or SGM.

5.6 In the event of a drawn vote at an AGM or SGM, the chairperson will have the casting vote.

## **Volunteers**

6.1 Volunteer recruitment and management will be undertaken by the ESAB volunteer coordinator in conjunction with the chair (or delegated representative) of City Synergy.

6.2 Volunteers may claim for out of pocket expenses in accordance with the ESAB volunteers' handbook.

## **Miscellaneous**

7.1. In the event of City Synergy being wound up, any money, after the satisfying of any debts or liabilities shall be transferred to another organisation for people with sight loss. The committee will seek agreement from the ESAB CEO and approval from a special meeting.