

Constitution of the Sheffield Visually Impaired Walking Group

1. Name

The name of the Group shall be The Sheffield Visually Impaired Walking Group

2. Aim

The aim of the Group shall be the promotion of recreation and leisure time

activity, in particular walking, to improve the physical, mental and social well-

being of people with impaired vision in Sheffield and surrounding areas

3. Powers

In order to achieve its aim the Group may

- a) raise money
- b) open bank accounts
- c) take out insurance
- d) employ staff
- e) organise courses and events
- f) work with similar groups and exchange information and advice with them
- g) do anything that is lawful which will help it to fulfil its aim

4. Membership

a) Full membership of the Group shall be open to any individual over eighteen with impaired vision OR WHO IS A GUIDE regardless of other disability, political or religious affiliation, race, sex or sexual orientation who is:

- interested in helping the Group to achieve its aim

- willing to abide by the rules of the Group and
- willing to pay any subscription agreed by the Management Committee

b) Associate membership of the group shall be open to any individual under the age of eighteen. Associate or junior members shall pay no subscription and shall not be eligible to vote at any of the meetings of the Group

c) The membership of any member may be terminated for good reason by the Management Committee, provided that the member concerned, accompanied by a friend, shall have the right to be heard by the Management Committee before a final decision is made

5. Management

a) The Group shall be administered by a Management Committee of not less than five and not more than eight individuals elected at the Group's Annual General Meeting (AGM). The majority of the Management Committee must be visually impaired.

b) The officers of the Management Committee shall be: the Chairperson, Vice Chairperson, the Treasurer and the Secretary.

c) The Management Committee may co-opt onto the Committee up to five individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.

d) The Management Committee shall meet at least twice a year.

e) At least four Management Committee members must be present for a Management Committee to take place

f) Voting at Management Committee meetings shall be by verbal vote. If there is a tied vote then the Chairperson shall have a

second vote.

g) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.

h) The Management Committee may appoint any other member of the Group as a committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

i) Appointment of Officers and Committee Members these people will be voted into office by the Committee, to be ratified at the following AGM.

6. The Duties of the Officers

a) The duties of the Chairperson shall be to:

1. Chair meetings of the Committee and the Group.
2. Represent the Group at functions/meetings to which the Group has been invited, and to act as the spokesperson of the Group when necessary.

b) The duties of the Vice Chairperson shall be to:

Assist the Chairperson and to deputise on behalf of the Chairperson when she/he is unavailable.

c) The duties of the Secretary shall be:

1. To prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group.
2. To Take and keep minutes of all meetings and collect and circulate any relevant information within the Group.

d) The duties of the Treasurer shall be to:

1. To supervise the financial affairs of the Group.

2. To keep proper accounts that show all monies received and paid out by the Group.

7) Finance all monies received by or on behalf of the Group shall be applied to:

- a) Further the aim of the Group and for no other purpose. Accounts opened for the Group shall be in the name of the Group
- b) Any cheques issued shall be signed by any two of the three account trustees nominated.
- c) The Group shall ensure that its accounts are audited or independently examined every year.
- d) The Group may pay reasonable out of pocket expenses including travel to members or Management Committee members or volunteers.

8) Annual General Meeting:

- a) The Group shall hold its Annual General Meeting (AGM) in one of the months of May, June or July
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend but only full members shall be eligible to vote
- c) The business of the AGM shall include receiving a report from the Chairperson/Vice Chairperson on the Group's activities over the year receiving a report from the Treasurer on the finances of the Group. Electing a new Management Committee and considering any other matter as may be decided.

d) At least eight full members must be present for the Annual General Meeting and any other General Meeting to take place.

9) Special General Meeting:

A Special General Meeting may be called by the Management Committee or ten full members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General meeting together with notice of the business to be discussed.

10) Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those full members present and voting at any General Meeting.

11) Dissolution

The Group may be wound up at any time if agreed by two thirds of those full members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with similar aim, or be returned to the funders

Amended May 2022