

Teams Medical Practice Health & Wellbeing Action Group

CONSTITUTION

1. NAME

The name of the Group shall be:

Teams Medical Practice Health & Wellbeing Action Group

2. AIMS

The group will exist to:

- (a) To improve health and wellbeing of local people in Gateshead
- (b) To support the work of the Teams Medical Practice.
- (c) Raising awareness of health & wellbeing issues.
- (d) Organise events that will bring together the whole community and boost vitality within the area of benefit.
- (e) Raise funds that will be used within the area of benefit, consistent of the group's aims and objectives.

This organisation shall uphold equal opportunities and work for good relations among all members of the community, specifically prohibiting any conduct, which discriminates or harasses on the grounds of race, nationality, gender, age, sexuality, disability, class, religion or family status. It will also be non-party political.

3. MEMBERSHIP

- (a) Membership shall be open to all those who support the aims of the Group.
- (b) Members must be over 18.
- (c) Membership is free.
- (d) Eligible members of the Teams Medical Practice Health & Wellbeing Action Group can become a member of the group by providing their name, date of birth, address and other contact details to the Secretary.

4. COMMITTEE

- (a) A committee shall be elected from the membership at the Annual General Meeting of the Group and shall serve for twelve months.
- (b) The committee shall consist of at least eight members and no more than twenty members. They shall have the power to co-opt other members onto the committee during the course of the year with or without voting rights.
- (c) The committee shall elect from within their number a Chairperson, Secretary and Treasurer, to be known as Officers. No committee member shall fill more than one position. Other Officers may also be elected.
- (d) Meetings of the committee shall be open to any member of the Group who wishes to attend.
- (e) There must be at least half the number of committee members (rounded up to the nearest whole number) present for decisions to be made at committee meetings.

5. CODE OF CONDUCT

- (a) The elected officers shall carry out the duties given to them at the Annual General Meeting of the Group.
- (b) Should any committee member fail to attend three consecutive meetings of the committee without apologies or reasons acceptable to the majority of the committee members, that member shall be deemed to have resigned.
- (c) In extreme cases of misconduct by any member of the Group, the committee shall have the power to exclude that person from future Group activities. This exclusion may be for a fixed term or indefinitely, depending upon the nature of the misconduct.

6. FINANCES

- (a) All money raised by or on behalf of the Group will be used only towards the aims of the Group.
- (b) No member will receive payment, other than for out of pocket expenses in connection with their duties.
- (c) The Group may raise funds by obtaining grants from other bodies, or by fund-raising schemes.
- (d) All funds shall be kept in a bank account which shall be opened in the name of the group.
- (e) The Secretary, Treasurer and two other committee members shall be signatories on the account and all cheques shall require two of these signatures. The signatories should not be persons related or from the same

household, in which event the Chairperson shall substitute one of the concerned signatories (providing the Chairperson is not related to or from the same household as another signatory).

- (f) Accounts shall be kept by the Treasurer. Accounts or a summary of accounts shall be brought to every committee meeting, when they may be inspected. Failure to bring the books to a meeting on three consecutive occasions will mean the Treasurer shall be deemed to have resigned.
- (g) All expenditure shall be agreed and controlled by the committee.
- (h) All payments over fifty pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed to by the committee. Signatories are not to authorise cheques in excess of one hundred pounds without the committee's consent.
- (i) No signatory shall sign a blank cheque - all cheques must be filled in before being signed.
- (j) Once a year the accounts will be independently examined and presented to the Annual General Meeting of the Group. The independent examiner will be EITHER (a) an Officer or Councillor from the Local Authority, or (b) any other independent examiner to whom prior approval has been given.
- (k) The Secretary shall be responsible for maintaining an up-to-date inventory of items belonging to the Group which shall include new acquisitions and disposals. This shall be presented at the Annual General Meeting of the Group.
- (l) The Group is required to obtain insurance as appropriate, e.g. for public liability or for contents and other possessions of the Group including those obtained through the aid of grants.

7. ORDINARY MEETINGS

- (a) Meetings of the committee shall be held regularly to discuss matters of importance and to keep members fully informed of the group's activities.
- (b) The Chairperson will set the agenda in advance of the meeting. Any member can request items to be added to the agenda by informing the Chairperson in advance of the meeting.
- (c) Any votes shall be decided by a simple majority of the members present, with the Chair having a casting vote.
- (d) For business and voting to proceed, there must be a quorum of not less than half the number of committee members (rounded up to the nearest whole number).

8. EXTRA-ORDINARY MEETINGS

- (e) Any member, having the written support of three other members, may ask the Chairperson to call an Extra-ordinary Meeting of the Group, stating the reason for the request. The Chairperson shall call the meeting within 21 days of this written request.
- (f) Extra-ordinary meetings shall be conducted within rules 7b, 7c and 7d of Ordinary meetings.

9. ANNUAL GENERAL MEETINGS

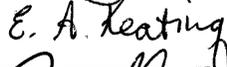
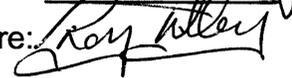
- (a) Annual General Meetings (AGMs) shall normally be held every 12 months, but no more than 15 months apart. The AGM will discuss the activities of the Group, receive the independently examined accounts and inventory of items held by the Group. The Group's Committee will be elected by this meeting.
- (b) The Annual General Meeting shall be held at a suitable venue to accommodate as many members as possible.
- (g) For business of the Annual General Meeting and voting to proceed, there must be a quorum of not less than half the number of committee members (rounded up to the nearest whole number).

10. CHANGES TO THE CONSTITUTION

- (a) This constitution shall only be changed at Annual General Meeting or Extra-ordinary Meeting of the Group.
- (b) For decisions to be taken there must be a quorum of not less than half the number of committee members (rounded up to the nearest whole number). The voting shall be by a simple majority of those present with the Chair having a casting vote.
- (c) No change that would detract from the Group's charitable nature will be made to its aims or to the sections relating to changes to the constitution or dissolution of the Group.

11. DISSOLUTION OF THE GROUP

- (d) If the committee or any member wishes to dissolve the Group, an Extraordinary Meeting of the Group must be called for this purpose.
- (a) A proposal to dissolve the Group shall take effect if agreed by the majority present at the Extraordinary Meeting.
- (b) All funds and documents relating to the Group shall be disposed of in accordance with the wishes of the meeting, after returning any unused grant money to the provider of that grant. This disposal shall be subject to the following two restrictions:
 - (i) Any items obtained with Local Authority grant aid shall be returned to the Local Authority, solely to be passed on to organisations with similar charitable aims to the Group.
 - (ii) Other items will be given or transferred to organisations with similar charitable aims to the Group.

Chair	Sue Jennings	Signature: 	Dated: 07 th May 2014
Vice Chair	Liz Keating	Signature: 	Dated: 07 th May 2014
Treasurer	Roy Tilley	Signature: 	Dated: 07 th May 2014
Secretary	Tracey Jones	Signature: 	Dated: 07 th May 2014