

Constitution of Guildford Health Walks

Adopted on: 12/10/2023

1. **Name:** The name of the Group shall be Guildford Health Walks.

2. **Aims:** The aims of the Group shall be to promote and provide a programme of short walks to those who can benefit from the physical exercise and social engagement provided through walking and talking.

3. **Powers:** in order to achieve its aims the Group may:
 - a. Raise money,
 - b. Open bank accounts,
 - c. Take out insurance,
 - d. Organise courses and events including mandatory training of walk leaders,
 - e. Work with other groups and exchange information, and
 - f. Do anything that is lawful which will work to fulfil its aims.

4. **Membership:**
 - a. Membership of the Group shall be open to any person over the age of 18 living in or around Guildford who supports the aims of the Group and registers as a member.
 - b. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
 - c. Every member shall have the opportunity to vote at Annual General meetings.
 - d. Members may terminate their membership at any time.
 - e. The membership of anyone may be terminated for good reason by the Management Committee, but the member has a 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 more than ten (10) members elected at the Group's Annual General Meeting (AGM).
 - b. Membership of the Management Committee shall be:

- i. the Chairperson,
 - ii. the Treasurer,
 - iii. the Secretary and
 - iv. a representative of each Walk Group (unless already represented).
- c. The Management Committee shall meet at least three (3) times a year.
- d. The Chairperson or their nominated representative from the Management Committee shall Chair all meetings of the Group.
- e. The quorum for Management Committee shall be 50% of Committee members.
- f. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson, or their nominated representative, shall have an additional vote. The result of the voting shall be recorded in the minutes of the meeting.
- g. The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member provided that that person has the right to be heard before a final decision is made.
- h. Any Committee member not attending a meeting without apology on three consecutive occasions will be asked to resign unless exceptional circumstances apply.
- i. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded and the appointment is agreed at the next AGM.

6. Duties of the Officers:

- a. **The duties of the Chairperson are:**
 - i. To chair meetings of the Committee and Group.
 - ii. To nominate a representative of the Management Committee to act as Chairperson in their absence.
 - iii. To represent the Group at external events and meetings that the Group has been invited to.
 - iv. To act as a spokesperson for the Group when necessary.
- b. **The duties of the Secretary are:**
 - i. To prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
 - ii. To take and keep minutes of meetings.
 - iii. To deal with correspondence.
 - iv. To collect and circulate any relevant information within the Group either directly or through others.
- c. **The duties of the Treasurer are:**
 - i. To supervise the financial affairs of the Group.

- ii. To keep proper accounts that show all monies collected and paid out by the Group.
- d. **The duties of the representatives of each walk group are:**
 - i. To represent the views of their walk members.
 - ii. To disseminate information to their walk members.

7. Finance:

- a. Any money obtained by the Group shall be used only for the Group.
- b. Any bank accounts opened for the Group shall be in the name of the Group.
- c. Cheque signatories will be nominated by the Management Committee and will include the Treasurer.
- d. Two signatures will be required for each transaction and those authorising expenditure should not be related or members of the same household.
- e. Any individual transaction of £100 or more requires approval by the Management Committee at a Management Committee meeting in person or, in exceptional circumstances, remotely.

8. Annual General Meeting:

- a. The Group shall hold an Annual General Meeting (AGM) in the month of October.
- b. Members shall be given at least fourteen (14) days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be ten (10) members.
- c. The business of the AGM shall include:
 - i. Receiving a report from the Chairperson on the Group's activities over the year,
 - ii. Receiving a report from the Treasurer on the finances of the Group,
 - iii. Electing a new Management Committee. Nominations for the Management Committee should be made to the Secretary before the meeting or at the meeting, and
 - iv. Considering any other matter as may be decided.

9. Special General Meeting:

- a. A Special General Meeting may be called by the Management Committee or by any six (6) members to discuss an urgent matter.
- b. The Secretary shall give all members fourteen (14) days' notice of any Special General Meeting together with notice of the business to be discussed.
- c. All members shall be entitled to attend and vote.

10. Alterations to the Constitution:

- a. Any proposal to amend the Constitution must be given to the Secretary in writing and circulated with the notice of the meeting.
- b. Any changes to the Constitution must be agreed by at least two-thirds of those present and voting at any Annual or Special General Meeting.

11. Dissolution of the Group:

- a. The Group may be wound up at any time if agreed by two-thirds of those present and voting at any General Meeting.
- b. In the event of winding up, any assets remaining after all debts have been paid shall be given to a local charitable organisation, that organisation to be agreed at the meeting which agrees the dissolution.

This Constitution was adopted at a General Meeting of the Group on:

(date)

Signed by:

Chairperson:

Secretary:

Treasurer: