



Brighton & Sussex
Take Heart Group

Brighton and Sussex Take Heart Group

Constitution

Adopted on June 2016

1. Name

The name of the organisation shall be Brighton and Sussex Take Heart Group, hereafter referred to as the Group.

2. Objects

The objects of the group are to assist the rehabilitation and convalescence of people who have had cardiac related problems or illness. This is attained through a programme of physical exercise and social activity.

3. Affiliation

The Group will be affiliated to the British Heart Foundation and The Sussex Heart Charity.

4. Powers

- a) To organise fitness classes and events.
- b) To raise money.
- c) To open bank account/s.
- d) To take out insurance.
- e) To employ staff.
- f) To work with other heart groups and exchange information at the discretion of the Group.
- g) To liaise with the Sussex Heart Charity as required.
- h) To do any other thing that is lawful which will help to fulfil its aims.

5. Membership

- a) Membership of the Group may be open to anyone who may be helped by membership or who is interested in helping the Group to achieve its aims, willing to abide by its rules and pay any subscription agreed by the Management Committee.
- b) Fitness classes may only be attended by members who have paid their yearly subscription, except in cases of first attendance when that session will be free of charge.

6. Management

- a) The Group will be administered by a Management Committee of the Officers and members elected at the Groups' Annual General Meeting (AGM).
- b) The officers of the Management Committee shall be; the Chairperson, the Vice Chairperson, the Treasurer and the Secretary.
- c) The Management Committee shall meet at least four times a year.
- d) The Chairperson, or in his/her absence the Vice Chairperson, will chair meetings of the group. Or in their absence, a nominated person will chair meetings of the Group.

- e) The quorum for Management Committee meetings shall be five members and must include at least two officers.
- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the officer chairing the meeting will have the casting vote.
- g) The Management Committee may by a two-thirds majority vote and for 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) The Management Committee may co-opt any other member of the group as a Committee member to fill a vacancy which appointment will be ratified at the next AGM.
- i) Should any member of the Management Committee fail to attend three consecutive Management Committee meetings without reasonable cause then the Management Committee may vote to remove that person from the management committee. A majority vote will suffice. However that member should be given the right to appeal to the Management Committee if they wish and any such appeal should be subject of a further vote.
- j) Any member of the Management Committee may resign by informing the chairperson and/or the secretary of their intention to do so in writing
- k) The chair persons' tenure of office shall be a maximum of 4 years, from the date of the AGM which either ratifies the appointment or from the date of the AGM when appointed.

7. Duties of the Officers

The duties of the Chairperson/Vice chairperson are to:

- a) Chair meetings of the committee and the Group
- b) Represent the Group at functions and meetings that the Group has been invited to
- c) Act as spokesperson for the Group when necessary

The duties of the Secretary are to:

- a) Take and keep minutes at meetings (unless a minute's secretary is in place or a nominated person performs this task).
- b) Prepare the agenda for meetings of the Management Committee in consultation with the Chairperson.
- c) Prepare the agenda for the Annual General Meeting (AGM) in consultation with the Chairperson
- d) Deal with any correspondence
- e) Collect and circulate any relevant information within the Group.

The duties of the Treasurer are to:

- a) Supervise the financial affairs of the group
- b) Keep proper accounts that show all monies collected and paid by the Group
- c) Prepare and present annual accounts at the AGM
- d) Ensure an audit is carried out by an independent auditor, in agreement with the committee, prior to the AGM

8. Finance

- a) An annual subscription at a rate determined by the Management Committee shall be paid by each member unless granted honorary membership by the Management Committee.
- b) Fitness class session payment rates will be determined by the Management Committee, together with discounted rates for those paying monthly and couples. A persons' first fitness session will be free.
- c) All money obtained by the Group shall be used for the purposes of the Group.

- d) Any bank accounts opened by the Group shall be in the name of the Group.
- e) Any cheques issued shall be signed by the Treasurer and other nominated officials, (normally the Chairperson and Vice chairperson).
- f) The Groups financial year shall end on the 31st of March each year.
- g) Annual accounts and the independent auditors' report shall be presented at each AGM.

9. Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of October.
- b) All members of the Group shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum of the AGM shall be 20 members.
- c) The business of the AGM shall include;
 - I. To approve and sign the minutes of the previous AGM.
 - II. To discuss any matters arising there from or any actions set at the previous AGM.
 - III. Receiving a report from the Chairperson on the groups' activities over the year.
 - IV. Receiving a report from the Treasurer on the finances of the Group.
 - V. Election of the Management Committee.
 - VI. Election of a new chairperson (due to tenure or to ratify this position).
 - VII. Consider any other matter as decided.

10. Special General Meetings

- a) A Special General Meeting may be called by the Management Committee or by any member, supported by at least two other members, to discuss an urgent matter.
- b) The secretary shall give all members reasonable notice of any Special Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11. Alterations to the Constitution

Changes to the Constitution must be agreed by at least two-thirds of those persons present and voting at any General Meeting.

12. Review of the Constitution

This constitution should be reviewed bi-annually (in years with even numbers i.e. 2018/2020 etc.) at Management Committee meetings at least three months prior to the AGM. This is to allow sufficient time to prepare any amendments or alterations as required to place before the group members at the AGM.

13. Dissolution

- a) The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.
- b) All monies remaining after the group is dissolved shall be given to the Sussex Heart Charity.

This constitution was adopted at the Annual General Meeting of the Group on.....

Signed by:

Chair

Other officers of the management committee

Members of the management committee