

Constitution of a Community Group Association: Created March 2015

1. Name

The name of the group shall be **Guildford Walking for Health**.

2. Aims

The aims of Guildford Walking for Health will be to:

- Publicise and promote health walks to a wide range of people from diverse communities in Guildford and surrounding areas.
- Bring groups of people together to take health walks.
- Promote physical activity to people at entrance level fitness, people recovering from illness, or those wishing to become and stay a little more active.
- Encourage friendships through walking and talking, and offering social activity after walks.
- To encourage walkers to increase their walking activity to improve their fitness level so they may eventually try out different sporting activities.
- Promote becoming walk leaders to existing and new walkers.
- Maintain a bank account.
- Raise funds and receive contributions where appropriate to finance the work.
- Make rules for volunteer members, and their rights.
- Organise meetings, training courses and events.
- Work with similar groups and exchange information and advice with them.
- Take any action that is lawful to help fulfil its aims.

3. Membership

Membership is open to any person over the age of 18 who:

- Lives in Guildford or the surrounding area; and
- Supports the aims of Guildford Walking for Health
- Completes the walkers registration form (wref).

Membership will begin as soon as the wref is completed, and contact details entered onto the secure database.

Ceasing to be a member

Members may resign at any time.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further walks or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Guildford Walking for Health will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Management

The business of the group will be carried out by a Management Committee.

The Management Committee will exist of no less than five (5) people and not more than nine (9) members elected at the group's Annual General Meeting every year. Committee members must be at least 18 years old. The Management Committee will meet at least three times in a year, with an AGM once a year.

The Management Committee members' roles are as follows:

- Chairperson, who shall chair both general and committee meetings.
- Secretary, who shall be responsible for the taking of minutes and the distribution thereof.
- Treasurer, who shall be responsible for maintaining accounts.
- Additional members.

In the event of a committee member standing down during the year, a replacement will be elected at the next Committee Meeting.

During the year, the committee may appoint up to four (4) additional committee members to help with specific tasks. They will stand down at the next AGM.

Any committee member not attending a meeting without apology on three occasions will be contacted by the Committee and asked to resign, unless there are exceptional circumstances.

The committee meetings will be open to any member of Guildford Walking for Health wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held annually.

Members will be notified at least 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10 members.

At the AGM:-

- The Chairperson will present a report of the work of Guildford Walking for Health over the year.
- The Treasurer will present the accounts of Guildford Walking for Health for the previous year.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
- Management Committee members will be elected every third year; any additional committee members elected to help with specific tasks will stand down at the next AGM.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least six other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting shall be 5 members.

6.3 General Meetings

General Meetings are open to all members and will be held three times a year.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 5 members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chairperson of the meeting shall have an additional casting vote.

There will be one vote per member.

8. Finances

A bank account in the name of Guildford Walking for Health will be held at a bank agreed by the Committee. Cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of Guildford Walking for Health is only to be used to further the aims of the group, as specified in item 2 of this constitution.

Committee members, the administrator and volunteers may claim reasonable out of pocket expenses.

The Management Committee will ensure that the group stays within the budget.

9. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation, that organisation to be agreed at the meeting which agrees the dissolution.

This constitution was adopted and signed on **23 March 2015** by the committee:

Annelize Kidd (chairperson)

Julie Webb (treasurer)

Barry Brown (membership secretary)

Lynne Petrie (secretary)

Eman Fahmy Al-Halaq (additional committee member)

The Management Committee of the Association should stand for three years. New committee members should be voted for at the next AGM.

At the first **AGM meeting on 19 March 2016**, new committee members were voted for and appointed to replace members who had left:

Roger Philo (membership secretary)

Brigitte Ahier (committee member)

At the general meeting of the committee on **16 March 2017**, a new committee member was voted for and appointed:

Janet Cook (secretary)

At the special meeting of the committee and members on **31 March 2017**, a new committee member was appointed:

Dave Hughes (treasurer)

At the special meeting of the committee and members on **31 March 2017**, all the committee members signed the constitution document: Annelize Kidd, Dave Hughes, Roger Philo, Janet Cook, Brigitte Ahier, Georgina Churchlow.

Name: Annelize Kidd

Position in group: Chairperson, Boxgrove Group Leader

Address:

Signed:

Date/...../.....

Name: Dave Hughes

Position in group: Treasurer

Address:

Signed:

Date/...../.....

Name: Roger Philo

Position in group: Committee member, Whitmoor Group Leader

Address:

Signed:

Date/...../.....

Name: Janet Cook

Position in group: Secretary

Address:

Signed:

Date/...../.....

Additional Committee Members

Name: Brigitte Ahier

Position in group: Committee member

Address:

Signed:

Date/...../.....

Name: Georgina Churchlow

Position in group: Committee member, Shalford Group Leader

Address:

Signed:

Date/...../.....

At the Guildford Walking for Health Association committee meeting on **20 September 2018**, a new Secretary was appointed in place of Janet Cooke, voted for by Annelize Kidd, Julie Webb, Dave Hughes, Georgina Churchlow, Roger Philo:

Name: Donne Pretorius

Position in group: Secretary

Address:

Signed:

Date/...../.....

At the Guildford Walking for Health Association Annual General meeting on **19 July 2019**, a new Secretary was appointed in place of Donne Pretorius, voted for by Annelize Kidd, Dave Hughes, Roger Philo, Brigitte Ahier, Jenny Warner, and 14 walkers present at the meeting.

Name: Barbara Hester

Position in group: Secretary

Address:

Signed:

Date/...../.....

Jenny Warner was invited to attend meetings as the Shere Group leader,
and Martyn Parker as the Worplesdon Group Leader.

At the Guildford Walking for Health Association committee meeting on 8 October 2019, a new committee member was invited:

Name: Bill Dunnett

Position in group: Committee member

Address:

Signed:

Date/...../.....

At the Guildford Walking for Health Association AGM on 22 July 2020, Roger Bowen was invited to replace Jenny Warner as Group Leader of the Shere Walk Group.

At the Guildford Walking for Health Association AGM on 22 July 2020, a new Secretary was invited to join the Committee. Andy Wilson was voted in by the Committee on 30 September 2020 to be the new Secretary.

Name: Andy Wilson

Position in group: Secretary

Address:

Signed:

Date/...../.....