

Constitution of Ellie's Community Voluntary Group

Name of the Organisation: Ellie's Community Voluntary Group

1. Aims:

To improve the lives of people in Scotland. Specifically to improve the emotional and mental health of all those affected by poor emotional wellbeing. To improve lives affected by other needs as is appropriate and accompanied by poor emotional and mental wellbeing.

The organisation will abide by the organisations' Code of Conduct

4. Objects (Purpose of the organisation):

To support wellbeing, confidence and personal development by various mechanisms.

To support people affected by and with other conditions as is deemed appropriate and necessary where people are in need for any reason

To improve understanding of emotional and mental health issues generally

To promote and use cognitive behavioural approaches to improve lives

To promote and use mindfulness to improve lives

To tackle and alleviate the impacts of poverty

The organisation will abide by the adopted Code of Conduct

Methods of Achieving Objects

- a) To produce and disseminate information among the organisation's members
- b) To organise meetings
- c) To provide or to undertake training, as and when appropriate
- d) To utilise social media and digital content to provide services
- e) To raise awareness of the organisation among the general public and also to work closely with any organisation with similar objectives in partnerships as appropriate.
- f) To identify new initiatives, and to exchange information and advice with others.
- g) The organisation shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means
- h) All funds and property of the organisation shall be used solely to promote its objectives as set forth within this constitution

5. Area of benefit

The area of benefit is primarily Scotland but does not exclude the whole of the UK namely, Scotland, Northern Ireland, Wales and England.

6. Powers

Ellie's Community may hire or purchase premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops: and collaborate with other organisations and organisations in order to carry out its objects.

Ellie's Community may do anything which is legal in furtherance of its aims and objectives.

7. Application of income and property:

- i. The income and property of Ellie's Community shall be applied solely towards the promotion of the objects.
- ii. A Committee member may pay out of, or be reimbursed from, the property of the organisation reasonable expenses properly incurred by him or her when acting on behalf of **Ellie's Community**
- iii. None of the income or property of Ellie's Community may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of 'the organisation'. This does not prevent:
 - a) A member who is not also a member of the Committee from receiving reasonable and proper remuneration for any goods or services supplied to the organisation
 - b) A Committee member from buying goods or services from 'the organisation' upon the same terms as other members or members of the public.

8. Accounts:

- i. The Treasurer shall present to each ordinary meeting an up-to-date statement of the accounts
- ii. The Treasurer shall prepare annual statements of accounts which shall be presented at the Annual General Meeting. The accounts will be independently examined
- iii. Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. Any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Committee shall apply such funds to purposes as near as possible to those for which they were granted.

9. Membership

- i. **Full Membership** is open to anyone over the age of eighteen who supports the aims and objectives of the organisation.
- ii. The Committee will reply within 28 days, with a reason, if people are not accepted for membership
- iii. Individuals may appeal to the whole committee, at a meeting convened for that purpose, if membership is turned down or revoked. The decision of the whole committee is final.

- iv. Membership may be revoked if a member is found to have brought the organisation into disrepute
- v. Anyone applying for membership must supply their name, position (if an organisation), address including postcode and telephone number (in order that the Secretary can ensure that they are notified of meetings and data can be kept for funding application and voting purposes.
- vi. Everyone should abide by the organisation's Code of Conduct
- vii. **Cost of membership**

The Committee will set an annual subscription rate which may be reviewed at each annual general meeting.

10. Management Committee

Election of Officers

- i. Any individual who is eligible for full membership may stand for election as a Committee member. They should inform the Secretary of their intention to stand for election, seven days prior to the AGM. If they are unable to attend the AGM, they may ask to be nominated by the membership through the Chair. Nominations from the floor will be allowed
- ii. There will be a minimum of three Committee members and a maximum of 7 committee members. Each of these members will have one vote.
- iii. All those standing for election should seek a proposer and seconder to nominate them as suitable candidates to undertake the tasks required
- iv. All those standing for re-election may be proposed and seconded on bloc
- v. The quorum at General Meetings of the organisation shall be five and at meetings of the Committee shall be three or such other numbers as the Committee may from time to time determine.
- vi. Other people may be invited by the Committee to attend in an advisory capacity. They will not have a vote because they cannot share the responsibility of the committee

The Management Committee will elect, from their number:

A Chair:

- Who ensures meetings run smoothly, everyone has their say and decisions are made.
- Acts as a contact point for the organisation
- Represents, or arranges for others to represent, the organisation

A Secretary:

- Who informs everyone of meetings
- Takes minutes or ensures that minutes are taken

- Ensures records of membership are kept
- Helps the Chair make sure paperwork gets done

A Treasurer:

- Who oversees the money of the organisation that is, makes sure that it is being spent with the agreement of the committee and makes regular reports to the committee about this

The whole committee is responsible for decisions on how the organisation meets its objects, including how the money is spent.

11. Disqualification and removal of Committee members

A Committee member shall cease to hold office if he or she:

- Is disqualified from acting as a Trustee under Scottish law
- Ceases to be member of Ellie's Community.
- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- Resigns as Committee member by notice to the Secretary.
- Is absent without the permission of the Committee or for genuine good reason from all their meetings held within a period of six consecutive months and the Committee resolve that his or her office be vacated.

12. Committee meetings

- Ellie's Community will meet a minimum of four times per year.
- At least three committee members must be present in order to make a decision, and this must include at least one officer (Chair, Secretary or Treasurer).
- The Chairperson shall have the additional casting vote in the case of votes being equal
- If within fifteen minutes of the start of a meeting the Chair is not present, then those present will elect a Chair from their number for that meeting.
- Any member who has not attended consecutive meetings in a six month period without good reason will be deemed to have resigned from the committee and a new member may be elected.

13. Extraordinary Meetings / General Meetings

- All the members should be given at least 14 days notice
- An Extraordinary or General meeting must be advertised in advance.
- An Extraordinary meeting or Annual General Meeting will be considered quorate if one third of the membership attend. If no quorum, then the meeting will be re-advertised and

held between 14-28 days later. This meeting will be considered quorate, irrespective of the number attending.

- v. This Constitution may be amended or changed at the AGM, or at extraordinary meeting called for that purpose with approval of the Committee.

14. Dissolution (Closing down the organisation)

If the Committee decides that there is no further need for this organisation, or insufficient people can be found to take committee responsibilities, then an Extraordinary meeting must be held to agree that the organisation may be closed. (see clause 12 for rules governing Extraordinary meetings) Any money, equipment or other materials may be given to other organisation/s with similar objects. Those present at the Extraordinary meeting will decide which organisation/s this will be.

This constitution is adopted.

Signed: (Chair) 

Dated: 10th May 2019