

Steps Into Wellness Constitution

1. Name

The name of the organisation shall be the Treatment Room Steps Into Wellness

2. Objectives

- 2.1 Attract funding to provide therapies to support people to thrive and overcome life challenges
- 2.2 Offer a wide range of complimentary therapies in any required combination to help people to achieve their goal
- 2.3 Value and support those giving and receiving therapy
- 2.4 Inspire and support people to work towards their own health and happiness.

3. Affiliation

We are affiliated to the Treatment Room in Inverurie

4. Equalities

Membership shall be open to all and no one will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

5. Committee

5.1 There will be a minimum of 3 and a maximum of 8 committee members.

5.2 The committee shall comprise of 3 office bearers elected by the committee, from the membership

- Chairperson
- Treasurer
- Secretary
- Any other relevant post as required to meet the furtherance of our aims

Office bearers shall be elected at the Annual General Meeting for a period of one year, but are eligible for re-election with a maximum term of 3 years in any single post.

5.2 Other group representatives shall demit office annually at the AGM but are eligible for re-election, with no minimum term of office

5.3 The Committee shall have the power to co-opt persons to

- Fill casual vacancies
- Sit on specific ad-hoc committees as and when required

6. Meetings

6.1 Annual General Meetings

The Annual General Meeting shall be held in April of each year or within 14 months of the last AGM.

6.2 Special General Meetings

6.2.1 A Special General Meeting of the group shall be held if requested by the Committee or by 40% of members. Requests for a Special General Meeting must be submitted in writing to the **secretary** stating the nature of the proposed business to be considered at the meeting.

6.2.2 Any Special General Meeting so requested shall be held as soon as is practicable but no later than 6 weeks after the receipt by the **secretary** of such request.

6.3 Committee Meetings

The Committee shall meet at least 2 times per year and additionally at other times as they may determine having regard to the business demands.

6.3.1. Minutes shall be stored at The Treatment Room in Inverurie.

6.4 Sub-Committee Meetings

Sub-Committees shall meet as often as necessary to deal with the business they have been established to furnish, and for the period relevant to the task in hand.

6.5 Calling of Meetings

Members of the group shall receive at least four weeks' notice of the Annual General Meeting.

Members of the Management and Sub-Committees shall receive 14 days notification of meetings and the business to be transacted.

6.6 Chairing of Meetings

The chairperson of the group, or in their absence, the vice-chairperson, shall preside at all meetings of the committee. In the absence of both office bearers, then any member of the committee may chair the meeting.

Sub-Committee meetings shall be chaired by the person appointed for the purpose.

6.6 Voting at Meetings

Voting at all meetings shall be on the basis of vote per member group present. The chairperson shall have the casting vote in the event of any tie as well as a deliberative vote. Voting may be by show of hands, roll call or secret ballot as determined by the majority of those present at the meeting. Voting can be done in person or by nominated proxy.

6.7 Quorum

The Quorum for an Annual General Meeting shall be not less than 40% of the total number of ordinary members

The quorum for Committee meetings shall be one third plus one of the total membership of the committee.

7. Motions

7.1 Motions to change the constitution must be received by the **secretary** at least four weeks prior to the Annual General Meeting.

7.2 Notice of the motions and all other relevant papers shall be sent to members not less than 3 weeks prior to any Annual General Meeting or Extraordinary General Meeting.

The constitution can only be amended by resolution carried by a majority of two-thirds of those present and voting at an Annual General Meeting or Extraordinary General Meeting of the group

8. Finance

8.1 The group financial year shall run from 6th April to 5th April the following year.

8.2 The group may receive grants from other bodies for general or specific purposes for the furtherance of Steps Into Wellness activity.

8.3 The group may seek additional finance from other appropriate agencies, or by fund-raising, to further support their development work.

8.4 Monies received on behalf of the group shall be paid into a bank account in the name of Steps Into Wellness at a bank approved by the committee

8.5 All cheques drawn against the group account shall bear the signatures of two persons in accordance with the bank mandate.

8.6 Proper records of accounts shall be kept by the treasurer who shall be responsible for advising the group on all financial matters relating to the hub activities.

8.7 The treasurer shall produce regular financial statements for presentation to the committee.

8.8 The committee may authorise expenditure out of the group funds to fulfil the outcomes agreed.

8.9 A statement of accounts, subject to examination, for the financial year to 5th April shall be presented at each Annual General Meeting. Such inspection shall be carried out by an independent, appropriately selected person.

9. Dissolution

The group may be wound up by resolution carried by a majority of two-thirds of those present and voting at an Extraordinary General Meeting called for that purpose, any funds held will go to local groups with similar aims, or be returned to funder.

10. Adoption of Constitution

Adopted at The Treatment Room, Inverurie, and will be ratified formally at the Annual General Meeting in April 2017.

This constitution was adopted by the members present

Signed

Chairperson

Treasurer

Secretary