

Constitution of Lochaber PVFS/ CFS/ M.E. Support Network

1. Name

The name of the group is Lochaber PVFS/ CFS/ M.E. Support Network hereinafter called "The Association".

2. Objects

The objects of The Association shall be to:

- a) Allow people whose lives are affected by PVFS/ CFS/ M.E. to support one another
- b) Raise awareness of the illness locally among the public and the medical profession
- c) Campaign for specialist services to be provided by NHS Highland
- d) Include people who have severe M.E.
- e) Include people who have no internet access

3. Powers

In furtherance of said objects, the Association may,

- a) take out membership of such organisations as are considered to be in the interests of and compatible with the objects of the group.
- b) raise money by means of affiliation fees from participating authorities and organisations, subscriptions from individuals, donations or legacies, grant-in-aid from statutory authorities, loans or other sources.
- c) do all such other things as are necessary for the attainment of the objects.

4. Membership

1. Membership is open to anyone who agrees to abide by the objects of this constitution.
2. The committee shall be entitled at their discretion to refuse to admit anyone to Membership. The committee shall also be entitled with good reason to expel any individual from membership.

5. Annual General Meeting

Once each year the committee will call a general meeting of the association at which it will give a report on its work and an account of the finances of the association since the previous annual general meeting. At least 21 days notice of an Annual General Meeting (AGM) shall be given to all members.

6. Committee

- 6.1** No less than 3 and no more than 7 people shall be elected to the association's committee at each annual general meeting. These individuals shall be a named individual drawn from the Ordinary Membership of the association.
- 6.2** At each Annual General Meeting all committee members shall retire from office. Committee members who have served one year or less will be eligible for re-election. After a break of one year, individuals who have previously been committee members will be eligible for re-election.
- 6.3** No committee member shall receive financial benefit except to meet out of pocket expenses
- 6.4** The committee may invite advisers to attend meetings who shall be entitled to speak but not to vote.

7. Election of office bearers

At the start of the first meeting of the committee after each AGM the committee will from among its own members elect a Chairperson, Vice Chairperson, Secretary and Treasurer. They will continue in their posts until the following annual general meeting. Should neither the

Chairperson or the Vice Chairperson be present at a meeting, the members of the committee present will at the commencement of business elect one of themselves to take the chair for that meeting.

8. Procedure at Meetings

- 8.1** Each member has one vote but only members of the committee may vote at committee meetings. Every question at a meeting will be decided by the majority of those voting. In the case of equality of votes the occupier of the chair will have a casting vote.
- 8.2** The quorum for a general meeting is 4 members or a third of the membership, whichever is least. The quorum for a meeting of the committee is 3.
- 8.3** The Secretary is responsible for the keeping of minutes in which will be recorded approved resolutions and the proceedings of committee meetings. A person may be appointed at each meeting as minute taker.

9. Finance

- 9.1** All moneys raised by or on behalf of the association shall be applied to further the objects of the association and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the association and fees to professional and technical advisers or the repayment to members of the committee of reasonable out of pocket expenses.
- 9.2** The Treasurer shall keep financial accounts and s/he shall invest all of the Association's money in a bank determined by the committee. The committee shall authorise in writing up to 3 members, 1 of whom shall be the Treasurer to sign cheques on behalf of the Association. All cheques must be signed by at least 2 signatories.
- 9.3** The accounts will be independently checked at least once each year by a competent person appointed by the annual general meeting.

10. Dissolution

If the majority of the committee should be of the opinion that the Association should be dissolved, the committee will call a general meeting and make known to the membership the date and reason for

the meeting at least 21 days beforehand. If that opinion is backed by the majority of those voting then the committee shall have the power to dispose of the Association's assets. Any assets remaining after the settlement of the Association's debts will be disposed of as the committee should deem desirable to a recognised charity or charities with similar objects to that of the Association.

11. Alteration of the Constitution

Notification of a motion to amend the constitution must either be given to the secretary at least 21 days before the general meeting at which it is to be considered or gain the support of the committee. The secretary will inform the membership of any motion of amendment at least 14 days before a general meeting. A motion of amendment will not be adopted without the agreement of two thirds of those voting at that general meeting.

Certified as a true copy of the Constitution of Lochaber PVFS/ CFS/ M.E. Support Network approved at a General Meeting held on

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Office Held _____

Name _____

Address _____

Signature _____

Office Held _____

Name _____

Address _____

Signature _____