



Constitution & Rules

Revised, August 2004, pending ratification at AGM (Jan 2005)

Constitution

Objective

The objective of City Synergy is to provide opportunities for leisure and sporting activities for vision impaired people in Brighton & Hove in the interest of promoting their social and physical welfare. In furtherance of this objective City Synergy will work towards the following:

- a) The provision of a range of activities in response to the interests of its members.
- b) To be a supportive group encouraging members to develop self-confidence and independence.
- c) To assist in the development of sporting and leisure facilities and activities for vision impaired people.
- d) To promote awareness of issues relating to the integration of vision impaired people into society and seek for the removal of barriers to such progress.
- e) To work with groups for people with a vision impairment and other disability organisations, developing

strong networks and enhancing co-ordination and communication.

f) To do all such lawful things as further the above.

City Synergy is determined to practise and promote equal opportunity in all its activities, Please refer to the equal opportunities policy for full details.

Rules

Committee

1.1. City Synergy will be run by a committee who will be elected at the AGM.

1.2. The AGM will elect a Chair, Secretary and Treasurer and other committee members up to a maximum of eight.

1.3. The committee will have the power to co-opt up to four additional members who will have full voting rights.

1.4. Committee meetings will be held at least quarterly.

1.5. One third of the committee or a total of four, whichever is the greater, must be present in order for a committee meeting to be valid.

1.6. Any decision reached at a committee meeting must meet with majority approval.

1.7. In the event of a drawn vote, the chairperson will have the casting vote.

1.8. The committee may vote to call a Special General Meeting at any time.

Duties of Officers

2.1. The duties of the chairperson will include:

- a. To chair Committee, Annual and Special General Meetings.
- b. To prepare agendas for Committee and General Meetings in conjunction with the secretary.

2.2 The secretary's duties will include:

- a) To keep a full list of members' names, addresses, telephone numbers, preferred information formats, activity preferences.
- b) To minute committee and general meetings.
- c) To deal with correspondence.
- d) To notify committee members of proposed meetings, wherever possible in their preferred information format, and at least seven days in advance of the date.
- e) To notify all members at least four weeks in advance, of the date and voting procedures for Annual General Meetings. Wherever possible this will be in their preferred information format.
- f) To give all members at least seven days notice of any Special General Meeting.

2.3 The treasurer's duties will include:

- a) To ensure that full financial records are kept.

- b) To ensure, in conjunction with the committee, that group financial outgoings meet with legal requirements.
- c) To ensure that the group's accounts are available for independent examination or audit on the correct date.
- d) To advise the committee on matters of finance, level of funds and fund raising activities.
- e) To present an oral report to the committee at each meeting and a written report to the committee on request or, in any case, annually, to be circulated at or before the AGM.

2.4 The committee may agree to split or re-align the duties of officers in order to assist the functioning of the group.

Membership

3.1. The group will provide the following types of membership to vision impaired people.

a) Individual Membership – at an annual subscription rate to be proposed by the committee and agreed by the AGM, members may agree to pay by installments. The membership fee may be waived in cases of hardship by agreement of the committee.

b) Junior Membership – free. Junior membership is available to people under the age of 18. However, they will not have voting rights.

3.2 Honorary Membership – free. To partners/carers of members, parents/guardians of junior members and to volunteers. Please refer to the volunteers policy for more information about the role of volunteers.

3.3 On joining, each member will be given a copy of the constitution, rules and procedures.

3.4 Voting members have the right to call a Special General Meeting but, in order to do so, they must submit a written request to the secretary signed by at least 10 members or 50% of the members, whichever is lesser.

3.5 A member has the right to terminate his/her membership at any time; no part of the subscription fee is refundable.

3.6 The committee shall have the right to approve or reject application for membership.

3.7 The committee has the right to suspend or terminate the membership of anyone whose conduct is not in accordance with the group's policies and objectives.

3.8 The complaints policy and procedure of City Synergy is available where a member or prospective member wishes to make a complaint against a decision made under 3.6 or 3.7 or in any other circumstance, this includes an option to appeal to an external body should the matter not be resolved satisfactorily.

Finance

4.1. Annual subscription rates will be agreed at the AGM.

4.2. The subscription year will run from 1st January to 31st December.

4.3. Where donations are received for which an express purpose is stated, the committee will seek the consent of the donor if they propose to use the funds in any other way.

4.4. Any expenditure made on behalf of City Synergy must be covered by approved budgets which must meet with majority committee approval.

4.5. Committee members, or individuals delegated by the committee, may claim for any reasonable out of pocket expenses incurred by them on behalf of the group. Claims must be accompanied by detailed receipts where possible, and must be submitted within three months of the date of expenditure.

4.5. At least three named committee members shall be cheque signatories; the bank mandate shall require two signatories on any cheque.

AGM Procedures

5.1 Any individual member, as defined in 3.1 (a), who has been in membership for at least six months has the right to stand for election to the committee. Nominations must carry the name of a proposer and seconder.

5.2 To be elected a member must receive majority approval.

5.3. Resolutions must carry the name of a proposer and seconder and must be submitted to the secretary no later than one week prior to the AGM.

5.4. Any amendment to the rules must meet with the majority approval of an AGM or SGM.

5.5 In the event of a drawn vote at an AGM or SGM, the chairperson will have the casting vote.

Miscellaneous

6.1. In the event of City Synergy being wound up, any money, after the satisfying of any debts or liabilities shall be transferred to another organisation for people with a vision impairment.