

THE HAYWARD CLUB CONSTITUTION

1. The name of the charity is **THE HAYWARD CLUB**, previously known as DUNSTABLE AND DISTRICT HANDICAPPED PERSONS TYPING CLUB, registered charity number 276426, herein after referred to as “The Charity”.

2. OBJECTIVES

To assist disabled persons: By giving them the opportunity of independence with skills of typing, computing and familiarity with office equipment; and also to improve their condition of life in the enjoyment of social activities, outings and an annual holiday.

3. POWERS

In furtherance of the stated objectives, but not otherwise, The Charity may:

- 3.1. Arrange and provide volunteers who are members of The Charity to assist club members. (See Membership 4.1 and 4.2)
- 3.2. Arrange and provide volunteers, if mutually agreed with club members, to accompany them outside of their homes on visits to the club or otherwise.
- 3.3. Arrange to hold seminars, meetings and training courses.
- 3.4. Collect and disseminate information relevant to the interests of The Charity.
- 3.5. Assemble, publish and print papers, books and other written materials, to include graphic, audio and visual materials relevant to the interests of The Charity.
- 3.6. Purchase, lease, hire or otherwise acquire any property and any rights and privileges necessary to the interests of The Charity and to maintain any such property.
- 3.7. Sell, let, mortgage, dispose of or turn to account any property or assets of The Charity.
- 3.8. Borrow, raise money or accept gifts on such terms as may be deemed necessary.
- 3.9. Raise funds and invite donations from any person(s) or organisation(s), provided that The Charity shall not undertake any permanent trading activity.
- 3.10. Invest monies of The Charity not immediately required, as shall be thought prudent by the Board of Trustees.
- 3.11. Work in all situations throughout the community in any way, which the Board of Trustees considers appropriate.
- 3.12. To develop suitable policies for the running of the club.

4. MEMBERSHIP

- 4.1. Membership of The Charity shall be open to all persons resident in Dunstable and Luton District who have committed to the objectives of The Charity.
- 4.2. Members should demonstrate their commitment to The Charity by participating on a regular basis at meetings and club activities.
- 4.3. The Board of Trustees reserve the right to terminate membership for any good and sufficient reasons, but the member shall have the right to be heard by the Board of Trustees before any such decision is made.

5. MANAGEMENT

- 5.1. The Charity shall be managed by a Board of Trustees of not less than 4 or more than 10 members elected at the Annual General Meeting.
- 5.2. The honorary officers, namely Chairman, Vice Chairman, Secretary and Treasurer shall be elected by the members at the Annual General Meeting.
- 5.3. Notwithstanding the fact that The Charity is a voluntary organisation, the Trustees may employ such members as they may consider necessary and financially viable.
- 5.4. The Trustees shall be responsible for the organisation of club meetings, training and events and social activities.
- 5.5. The Board of Trustees may, at its discretion, co-opt representatives of appropriate community organisations. Such co-opted members shall have full voting rights.
- 5.6. The Board of Trustees may pass a resolution requiring any member of that Board to cease to be a member by a two-thirds majority, provided that the full Board shall have received fourteen days written notice of the draft resolution to be discussed at any regular or extra-ordinary meeting of the Trustees.
- 5.7. The Board of Trustees may appoint any special sub-committee that may be deemed necessary and shall determine their terms of reference, powers and composition. Proceedings of such sub-committees shall be reported to the Board of Trustees. Non members of The Charity can be co-opted onto these sub-committees at the discretion of the Board of Trustees.
- 5.8. A quorum of the Board of Trustees shall be 50% of its membership and must include at least one of the Honorary Officers.
- 5.9. All Trustees will be expected to attend at least 50% of Board meetings unless there are extenuating circumstances.

6. MEETINGS

- 6.1. The financial year shall run from 1st April to 30th March in each year or for such other period as may be decided by the Trustees.
- 6.2. The Annual General Meeting shall be held not later than 4 months after the end of the financial year. At least 21 days notice of the meeting shall be given to all members.

- 6.3. The business of the Annual General Meeting shall include the election of the Trustees and officers, consideration of annual reports, receiving of audited accounts where applicable, the appointment of an auditor and the transaction of any other relevant business. The secretary must receive details of any other relevant business at least 7 days before the date of the meeting otherwise it will not be included on the agenda.
- 6.4. A special or extraordinary general meeting may be called by the secretary if a written request to do so is received by them and then signed by not less than one third of the members of The Charity and giving reasons for the request. At least 21 days notice of such a meeting shall be given in writing to all the members.
- 6.5. The quorum at such meetings shall be 50% of the membership including at least one Honorary Officer.
- 6.6. Voting on any such matter at any meeting shall be decided by a simple majority of those present, with the Chairman having the casting vote.
- 6.7. Minutes of all meetings shall be kept by the secretary and shall include a record of all proceedings, resolutions and voting.

7. FINANCE

- 7.1. All monies raised or received by or on behalf of The Charity shall be used to further its objectives and the responsibility for Financial Policy shall rest with the Board of Trustees.
- 7.2. The Honorary Treasurer shall keep proper accounts of The Charity's finances and shall ensure that if The Charity total income exceeds the Charity Commission minimum recommended level they are audited each year, by a suitably qualified and independent person. The audited accounts for the last financial year shall be submitted by the Treasurer to the Annual General Meeting.
- 7.3. A bank account shall be held in The Charity's name at a bank the Board of Trustees shall approve. The names of the signatories for cheques shall also be decided by the Trustees. All cheques must be signed by any two of the approved signatories. Arrangements maybe made for online banking with appropriate levels of security.
- 7.4. No member of the Board of Trustees shall be held personally liable for all or any part of any financial liability incurred by the Board of Trustees.

8. ALTERATIONS TO THE CONSTITUTION

- 8.1. Alterations to this constitution must receive the assent of two thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting. A resolution for such alteration must be received by the secretary in writing. The secretary shall give 21 days notice of the meeting and must include the alterations proposed.
- 8.2. No alterations shall be made to the Constitution that would cause The Charity to cease to be a Charity at Law.

8.3. No alteration shall be made to Clause 3, 9 or 10 without the written consent of the Charity Commissioners.

9. DISSOLUTION

9.1. Upon dissolution of The Charity, the surplus assets, if any, which remain after payment of all debts and liabilities shall not be disturbed among the members but shall be given to another Charity having similar aims and objectives within the local area.

10. DECLARATION OF EQUAL OPPORTUNITIES

The charity is fully committed to the principle of equal opportunities. The Trustees have a responsibility for ensuring that no application as a volunteer or member of the club receives less favourable treatment on the grounds of age, gender, colour, disability, ethnic minority, parental or marital status, nationality, religious beliefs, social status or sexual preference.

Chairman of the Board of Trustees

Signature:

Date: