Constitution for Malvern Sight Loss Club

1. The name of the Club shall be Malvern Sight Loss Club, previously known as the Malvern Branch of Sight Concern (the trading name of the Worcestershire Association for the Blind Malvern District Branch) and Malvern Blind Club.

2. Aims: To prevent isolation and loneliness for people with sight loss in Malvern and the surrounding area, and be a point of contact for those who do not attend Club activities.

To promote well-being for people with sight loss by organising regular activities which include refreshments, entertainment and outings in the local community.

We welcome people with other sensory impairments if they feel they would benefit.

3. Membership:

a) Full Membership is open to

i) anyone with visual impairment or other sensory challenges

ii) partners, carers and volunteers in various roles.

b) Full Membership will begin as soon as the membership form has been received. Information on the membership form will only be shared with members of Malvern Sight Loss Club who need to know it.

c). Part Membership: those who do not attend our regular meetings receive contact from us twice-yearly (Christmas and Birthdays).

4. The Club welcomes donations and legacies and will ask for occasional contributions from members for specific events.

5. The Club will not discriminate against anybody on any grounds.

6. Officers, committee and other designated roles:

The business of the group will be carried out by a Committee approved at the Annual General Meeting. The Committee will meet as necessary and not less than three times a year. The committee will share their personal and contact details to ensure good communication and efficient operating.

a) the officers' roles are as follows: normally 3 years

- Chair, who shall chair both Club meetings and committee meetings.
- Vice Chair
- Secretary who shall be responsible for the taking of minutes and the distribution of all papers.
- Treasurer, who shall be responsible for maintaining accounts.

In the event of an officer standing down during the year a replacement will be approved at the next committee meeting.

b) other designated roles:

- Birthday/Christmas cards
- Catering
- Entertainment
- First Aiders
- Fundraising
- Health and Safety
- Membership Secretary
- Outings
- Raffle
- Transport
- Ray Worth has kindly agreed to remain as an Honorary member in an advisory capacity.

7. Meetings

7.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All (full) members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 5 members, whichever is the greater number.
At the AGM:-

- the committee will present a report of the work of the Club over the year.
- the Treasurer will present the accounts for the previous year.
- the officers and committee for the next year will be approved.
- any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2 Extra-ordinary General Meetings (EGM)

The Secretary will call an Extra-ordinary General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request. All (full) members will be given two weeks' notice of such a meeting, giving the venue date, time and agenda, and notice may be by telephone, email or post. The quorum for the Extra-ordinary General Meeting will be 10% of the membership or 5 members, whichever is the greater number.

7.3 Committee Meetings

Committee meetings may be called by the Chair, Vice Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is three Committee members.

8. Rules of Procedure for meetings

All questions that arise at any meeting wil be discussed openly and the meeting will seek to find agreement of a majority of those present. If a consensus cannot be reached, a vote wil be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

9. Finances

An account will be maintained on behalf of the Club at a bank agreed by the committee. Four cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of receipts and payments will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Club is only to be used to further the aims of the Club, as specified in item 2 of this Constitution.

10. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or an Extra-ordinary General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

If a meeting, by a simple majority, decides that it is necessary to close down the Club it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Club.

If it is agreed to dissolve the Club, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This Constitution was agreed at the Committee Meeting of the Malvern Sight Loss Club on:-

Date ..07../..07..../.2025..

Name and position in group SHIRLEY SHERIDAN, CHAIR

Signed S.M.Sheridan

Name and position in group ANNE DICKS, SECRETARY

Signed A. C. Dicks