

Wilton Link Constitution

1. Name

This is the constitution of the Wilton and District Link scheme known hereafter as The Wilton Link.

2. Objects

The objects of the organisation are to help poor, sick, elderly or disabled persons in Wilton and the surrounding villages by providing or assisting in the provision of services calculated to reduce the need, hardship or distress of such persons.

In furtherance of the above objects but not further or otherwise the organisation shall have the following powers:

- 2.1. To raise funds and to invite and receive contributions provided that no permanent trading activities are undertaken in raising funds for the said object;
- 2.2. To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- 2.3. To sell, lease or dispose of all or any part of the property of the Charity;
- 2.4. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- 2.5. To do any other lawful thing necessary in furtherance of the above objects.

3. Membership

- 3.1. Membership of the charity shall be open to:
 - 3.1.1. Individuals (over the age of 18 years) who are interested in furthering the work of the charity.
- 3.2. The management committee may unanimously and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Management Committee

- 4.1. The organisation shall be managed by a Management Committee made up of a Chairperson, Vice-Chairperson, Secretary, Treasurer and up to seven other members.
- 4.2. Nominations for the officers and management committee shall be received at the annual general meeting and elected on a show of hands or by secret ballot at the discretion of the chairperson, provided that no more than one third of the committee members shall be users of the Scheme.
- 4.3. The management committee may, in addition, from time to time decide to co-opt people with specialist skills or knowledge onto the management committee, provided that co-opted members shall not comprise more than one third of the members of the management committee or cause more than one third of management committee members to be users of the Scheme.
- 4.4. User representatives on the management committee must declare their interest in relation to any decision which may affect them as one of the beneficiary group. When any decision will have a direct tangible benefit in financial terms exclusive to any particular user representative, he/she should withdraw from the meeting whilst that matter is under discussion.
- 4.5. Any casual vacancy in the management committee may be filled up by the management committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next annual general meeting of the association and shall be eligible for election at that meeting.
- 4.6. Management committee meetings shall be held at least four times a year, at such time and places as the management committee shall direct.
- 4.7. There shall be a quorum when at least one third of the number of members of the management committee for the time being or five such members, whichever is the greater, are present at a meeting and voting, provided that the number of users of the Scheme amongst such members shall not exceed a minority of the quorum for such meetings.

5. Annual General Meetings and Special General Meetings

- 5.1. The annual general meeting of the Scheme shall be held not less than twelve months and not more than fifteen months from the previous annual general meeting. At the annual general meeting the chair shall be taken by the chairperson or in his/her absence by the vice-chairperson of the management committee. Ten or 1/10 of the members, whichever is the greater, shall form a quorum at general meetings.

- 5.2. The annual general meeting shall be open to all members of the group and users of the Scheme. Non-members will be allowed to speak at the invitation of the chairperson.
- 5.3. The management committee may call a special general meeting of the charity at any time. If at least 2 members request such a meeting in writing stating the business to be considered an officer shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

6. Finance

- 6.1. The honorary treasurer shall keep an account of all income and expenditure and shall submit independently examined accounts at the annual general meeting. The bank accounts shall be in the same name of the organisation and withdrawal shall be made in the name of the organisation on the signature of any two of the elected officers. An independent examiner of accounts shall be formally appointed at the annual general meeting.
- 6.2. Members of the management committee shall be entitled to claim reasonable out-of-pocket expenses, according to guidelines. Any volunteers shall likewise be entitled to claim reasonable out-of-pocket expenses incurred when acting on behalf of the organisation. The management committee will from time to time give guidance on what expenses can be claimed from the treasurer.

7. Volunteers

All prospective volunteers shall apply through the chairperson for approval by the management committee or its representatives. All prospective volunteers will be required to undergo a Disclosure and Barring Service (DBS) check. at no cost to them. Information obtained through a DBS check will be considered by the management committee who may decide not to recruit an applicant only after interview by the Chair and one other member of the committee.

All volunteers shall be issued with identity cards which they shall carry when they are acting on behalf of the organisation.

8. Alterations to the Constitution

The constitution may be amended or altered by two thirds majority of those present and voting at the annual general meeting or the special general meeting provided that 21 days notice of the proposed amendment has been given to the membership. No alterations or amendment shall be made to the objects clause, dissolution clause or this clause unless prior approval of the Charity Commission has first been obtained provided further that no amendment shall be made which would cause the organisation to cease to be a charity in law.

9. Dissolution

In the event of a dissolution of the organisation any assets remaining after the satisfaction of all its debts and liabilities shall not be paid to or distributed among the members of the management committee but shall be given to such other charitable institution or institutions having similar objects to those of the organisation as the members of the organisation shall determine and if and in so far as effect cannot be given to the provision then to some other charitable purposes.

Signed Chairperson

Dated

Supplied by Wiltshire Charities Information Bureau, Wyndhams, St Joseph's Place,
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