

# M.E. SUPPORT-NORFOLK - CONSTITUTION

## NAME OF THE GROUP

- The name of the group shall be "M.E. Support - Norfolk", hereafter known as "the group".

## AIMS AND OBJECTIVES

- To provide information and support to people with M.E., their carers, families and friends.
- To raise awareness of M.E. locally within the media, health care organisations and the general public.
- To campaign for more recognition, research and better care and benefits for people with M.E.

## MEMBERSHIP

- Membership of the group will be open to all M.E. sufferers and carers and others interested in helping our work; individual and family membership (one newsletter subscription and one vote per household), to be subject to review at each Annual General Meeting.

## LEGAL

- The group shall initially operate as an unregistered group with charitable aims.
- This constitution and any subsequent amendments are to be approved at the next AGM.

## OFFICERS AND COMMITTEE

- Committee members will be elected annually at the Annual general meeting.
- Any group member may be eligible for election to the committee. Nominations must be supported by a proposer and seconder who shall be group members.
- Officers of the group will include a Chairman, Secretary and Treasurer, although it may be necessary for one person to hold more than one post. The officers will be elected by and from the committee at the first meeting after the AGM.
- No Officer or Committee member shall receive payment of any kind for work undertaken on behalf of the group. However, sundry expenses will be reimbursed by approval of the committee.
- Members of the group may be co-opted onto the committee during the year until the next AGM at which time they shall be eligible to stand for election.
- The AGM shall have the option to appoint a president.

## MEETINGS

- An Annual general Meeting will be held each year in May at which the Committee shall be elected.
- Notice of the AGM will be given to all members of the group at least 14 days prior to the meeting. This notice shall include a call for nominations for members of the Committee.

## FINANCE

- Monies raised shall be held in a bank account/s.
- All bank accounts shall be opened in the name of the group and cheques signed by two authorised signatures. The authorised signatures will be the Treasurer, Chairman and Secretary.
- The financial year shall be 1st. January to 31st. December.
- The annual accounts shall be audited by a responsible person.

## DISSOLUTION OF THE GROUP

- If the group is to be dissolved, an Extraordinary General Meeting shall be called to ask for majority agreement.

*(As confirmed at the 2018 AGM)*