



Constitution

Updated June 2023

NAME

The organisation shall be called Patchwork EH32. The name Patchwork Babies will be used to describe our Under 1 sessions where a health visitor/staff nurse is present. These sessions are currently held on a Tuesday morning at the Pennypit Centre. The name Patchwork Play will be used to describe our parent/carer and child play sessions currently held on a Monday and Wednesday morning at Prestonpans Community Centre.

AREA OF BENEFIT

The area of benefit is the towns within the EH32 postcode and surrounding areas: Prestonpans, Port Seton and Longniddry and to include Tranent, Blindwells and Wallyford.

OBJECTS

The objects of the organisation shall be:

- To involve parents in developing an all-round approach to health for them and their families in the interest of social welfare with the object of improving their health and conditions of life.
- To advance the education of parents
- To use a community development approach to establish community resources

In furtherance of the above objects the organisation shall seek:

- To provide a friendly meeting place and drop in clinic
- To provide a support network for local parents
- To raise awareness of health related issues
- To provide a forum for discussion, the exchange of ideas and information
- To provide learning opportunities for local parents

MEMBERSHIP

Membership of the organisation shall be open to all parents and carers in Prestonpans, Port Seton, Longniddry, Tranent, Blindwells and Wallyford areas

Committee membership shall be open to all invested members of the community in Prestonpans, Port Seton, Longniddry, Tranent, Blindwells and Wallyford areas

OFFICE BEARERS

Office bearers shall consist of:

- Chairperson to serve 1 year
- Vice Chairperson to serve 1 year
- Treasurer to serve 1 year
- Vice treasurer to serve 1 year
- Secretary to serve 1 year

- Vice Secretary to serve 1 year

All of the above shall be elected by a majority vote at the Annual General Meeting

In the event of there being no nominations the Committee shall have the power to appoint.

The office bearers shall be eligible for re-election at the expiry of their term of office.

In the event of a tied vote the Chairperson shall have the casting vote.

MEETINGS

The committee shall meet as and when deemed necessary but no fewer than 6 times per year. A quorum for meetings shall be 4 members present in person and shall include not less than 2 Office bearers, one of whom shall be the Chairperson or Vice Chairperson or his / her nominated representative in his / her absence.

A minute of all meetings shall be kept by the Secretary and agreed by the Chairperson before circulation to members prior to the next meeting.

SUB GROUPS

Sub groups or short time working groups may be formed to undertake specific tasks. The sub groups shall keep a minute of meetings and report proposals back to the full committee for approval / authorisation.

FINANCE

The financial year shall run from April to April.

The funds of Patchwork EH32 shall be operated on by the Office Bearers only.

All monies raised by or on behalf of the organisation shall be applied to further the objects of the organisation and for no other purpose provided that herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Organisation and fees to professional and technical advisers or the repayment to members of the Committee of reasonable out of pocket expenses.

The treasurer shall be empowered to keep financial records which shall be operated in accordance with Patchwork EH32 policy and which shall be verified by an independent inspection and submitted to the Annual General Meeting for approval.

ANNUAL GENERAL MEETING

The annual General meeting shall be held in the month of June and the Secretary shall give not less than 4 weeks' notice.

The Agenda for the Annual General Meeting shall consist of the following items:

- Adoption of previous AGM minutes
- Treasure's report
- Chairperson's report
- Election of Office Bearers
- Any other competent business

The quorum for a general meeting shall be 6 members present in person and shall include not less than 2 office bearers one of whom shall be the Chairperson or Vice Chairperson.

SPECIAL GENERAL MEETING

A Special General meeting may be arranged at any time by Office Bearers within 14 days receipt of any written Notice of Motion from at least 2 Committee members

ALTERATIONS TO THE CONSTITUTION

Alterations may be made at an Annual General Meeting or Special General Meeting by no fewer than 6 members present

Notice of proposed amendments to the constitution must be given in writing not less than 21 days before the General Meeting

DISSOLUTION

Patchwork EH32 may be dissolved by a resolution passed by a Special or General Meeting whereby a 2/3 majority of those present must support the said resolution.

Assets and funds held by Patchwork EH32 at the time of dissolution, after all debts and liabilities have been met, shall be distributed according to the agreed wishes of the retiring Committee to such other charitable organisations with objects similar to those of the Organisation.

The Organisation shall then be declared dissolved.

This amended constitution was adopted at a meeting of the organisation Patchwork EH32 held on Thursday 29th June 2023.

Signed.....

Chairperson

Address.....

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Signed.....

Vice Chairperson

Address.....

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Signed.....

Secretary

Address.....

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Signed.....

Treasurer

Address.....

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