



Gorleston Menopause Mayhem

Lifes better when we talk

Constitution for a small unincorporated association

1. Name

The name of the group shall be Gorleston Menopause Mayhem

2. Aims

The aims of Gorleston Menopause Mayhem will be:

- To provide a sounding board for those experiencing the transition through menopause
- To offer support
- To advise by way of professional speakers.
- Establish funding
- Signpost

3. Membership

Membership is open to anyone who is:

- Perimenopausal
- Menopausal
- Post menopausal

Membership will be free and a list of all members will be kept by the membership Chair and Secretary.

Ceasing to be a member

Membership is fluid and no formal notification is required to cease membership.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. 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. Equal Opportunities

Gorleston Menopause Mayhem will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 6 members, and be composed of 4 officers and 2 committee members. Up to 2 additional members may be co-opted onto the committee at the

discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

The Committee meetings will be open to any member of Gorleston Menopause Mayhem wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All 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 4 members

At the AGM:-

- The Committee will present a report of the work of Gorleston Menopause Mayhem over the year.
- The Committee will present the accounts of Gorleston Menopause Mayhem for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.3 General Meetings

General Meetings are open to all members and will be held once a month on the last Thursday of the month.

All members will be given at least two weeks' notice of such a meeting, giving the venue, date, time, notice by email, website or via social media i.e. Facebook

The quorum for a General Meeting shall be 4 members.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 4 Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will 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.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two 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 either 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 one signatory, and held by the treasurer.

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

All money raised by or on behalf of Gorleston Menopause Mayhem is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special 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 meeting.

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

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it

may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, 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 Inaugural General Meeting of the Gorleston Menopause Mayhem on:-

Date/...../.....

Name and position in group

Signed

Date/...../.....

Name and position in group

Signed

Date/...../.....

Name and position in group

Signed

Date/...../.....

Name and position in group

Signed

Date/...../.....

Name and position in group

Signed

Date/...../.....

Name and position in group

Signed

End of constitution