

CONSTITUTION.

THE AIMS and PRINCIPLES of PIPPA.

The name of the Association is the **Physically/Sensory Impaired People of Pembrokeshire Association.**

A) OBJECTS.

The Charity's objects ("the objects") are to promote or support any charitable purpose for the benefit of physically and/or sensory impaired persons in particular by the provision of an information centre so that their conditions of life may be improved.

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers: -

PIPPA exists to represent all people in Pembrokeshire who are physically/sensory impaired.

Physically/sensory impaired people should have equality of opportunity with the rest of the community in terms of education and access to buildings, transport facilities and activities of all kinds.

Removal of all forms of discrimination against people with physically/sensory impairment and aid their integration into the community, with cash for care as a priority.

Inform physically/sensory-impaired people of their rights and expand their expectations of same.

Inform the wider community as to the rights and expectations of all physically/sensory-impaired people.

Enable and encourage physically/sensory-impaired people to take control of their lives and be actively involved in the decision-making processes that affect their lives.

Establish representatives in the key decision making bodies in the area of access, transport, personal care, leisure and employment.

Improve the basic standard of living of physically/sensory-impaired people.
Promote a positive image of physically/sensory-impaired people.

Become involved in the management, monitoring and delivery of those services used by physically/sensory-impaired people.

B) MEMBERSHIP.

Membership is open to anyone who agrees with the aims and principles of the association and has a strong personal interest in achieving the aims of the association.

The monthly report from the Membership Secretary will give the names and addresses of new membership applications. In the event of a member being nominated for a committee post, if any member of the Committee has any knowledge of that nominee, that in his/her opinion could be detrimental to PIPPA, then this must be stated and discussed by the full committee.

Membership shall be granted to a person whose application is favoured by a two-thirds majority of the management committee.

Membership shall be withdrawn from any member whose actions have been detrimental or in opposition to the aims of the association in the opinion of two thirds of the management committee. Provided that the individual, or their appointed representative, shall have the right to be heard by the Management Committee, before a final decision is made.

C) REGISTER.

A register will be kept by the association showing the names of all its members and recording the payment of any subscription fees levied.

D) MINUTES and AGENDA.

An agenda must always be included in the minutes so that committee members, who are unable to attend, may be able to submit a proxy vote in writing on important issues. Minutes of meetings should be sent out 7 days before the monthly meetings.

E) INCOME.

The association will periodically, throughout the year, request from member's donations to go towards the costs of packaging and postage, of the bi-monthly information packs that are despatched to them.

Each member will give what they can afford, and no levies will be made upon them.

F) MANAGEMENT COMMITTEE.

The members of PIPPA shall elect the whole management committee comprising of upto 12 members. The then management committee can elect upto 4 co-opted members. The management committee should meet on a monthly basis preferably on a set day at a set time every month e.g. 2.00pm on the last Thursday of each month.

Any co-opted member will be accepted on the recommendation of an elected member of the committee.

The management committee should be elected as follows: - **Officers**, Chairman, Vice Chairman, Secretary, Treasurer, **Members**, Press Officer, Transport Manager, Membership/Information Officer, Office Manager (Meadow Park), Office Manager (Coach House), Administrative Assistant/Deputy Office Manager (Meadow Park), Sensory Advisor (Sight), Sensory Advisor (Hearing).

The Chairman, Vice Chairman, Secretary, Transport Manager can be elected for a 2-year term of office. The Treasurer, Press Secretary and Membership/Information Officer can be elected for a 3 term of office. All other posts are elected annually.

The persons occupying these posts can be re-elected if they so wish. All elected persons must be members of the Association. Co-opted members shall have full voting rights. A quorum shall be four committee members and is valid only when a majority of elected members are present i.e.3.

Each officer or member of the committee shall act from the time of appointment until the next annual general meeting.

Any newly elected committee member is required to attend the first available committee meeting following the date of his/her appointment to the committee.

At least 48 hours notice shall be given of an extra ordinary meeting of the committee. Any committee member who resigns without due cause shall forfeit committee membership for a two year period.

All management committee members are equal in status and have the right to be informed in meetings of all decisions taken by committee officials between meetings. At least three professional people are to be amongst co-opted members. If there are not enough members to form a quorum, then business matters are to be left to the next meeting.

Any committee member can be requested to be responsible for an area of work that the association becomes involved in, to administer this work in accordance with the powers

delegated to them by the management committee. To submit a written report, in certain circumstances a verbal report would be accepted, at each monthly meeting of the management committee.

Members of the management committee should take every opportunity to represent the association on any committees, groups, bodies and commissioning teams that effect any of the key making decisions taken by the Council, Health Authority and any other bodies associated with disabled people.

One person should be responsible for the newsletter.

All press reports are to be cleared by the Chairman before release.

Copies of all letters sent out by committee members on association business should be sent to the Chairman before the monthly meeting.

Anyone acting to the detriment of the association, either a member or committee member can be expelled if two thirds of the committee vote against the person involved.

Pecuniary powers to be given to the Chairman, Vice Chairman, Treasurer and Secretary in the event of urgent matters requiring a decision within the confines of the constitution, and not exceeding a financial limit of five hundred pounds. Matters in excess of this figure will require a special meeting of the full management committee.

A committee member failing to attend three committee meetings within a twelve-month cycle of a management committee can be in forfeit of their committee position.

G) ANNUAL GENERAL MEETING.

The association shall hold an annual general meeting within three months of the end of the financial year, being the 31st March, and every member shall have at least 21 days notice of such a meeting.

Special general meetings may be convened by the Secretary upon the request of either the committee or ten members of the association on a similar notice, which shall state the business to be conducted at the meeting.

Changes to the constitution can be made by either: -

- a) Written statements submitted as an agenda item at the Annual General Meeting.
- b) Endorsing changes that have been made during the preceding year under the pecuniary powers invested in the officers of the management committee.

The Charity Commissioners to be informed of all changes as and when they occur.

No amendment may be made to the name of the charity clause or the objects clause.

No amendment may be made which will have the effect of making the charity cease to be a charity at law. The management should promptly send to the commissioners a copy of the amendment made under this clause.

Notice of the proposal to change the constitution must be made in writing to the Secretary of the association at least 21 days before the annual general meeting. Motions carried will be accepted at all times.

Any committee member who is continually disruptive shall be directed to leave the meeting and in the extreme will be required to leave the committee.

Each committee member will work with the association's aims at the forefront to obtain the objective for the independent living of the physically/sensory impaired people of Pembrokeshire.

H) ASSETS.

Any income, assets and property acquired by the association shall be applied solely to the object of the association.

I) LAND & BUILDINGS.

The association is empowered to acquire land and buildings, on leasehold or freehold. The officers to whom pecuniary powers of decision are given, Chairman, Vice Chairman, Treasurer and Secretary are the trustees of the association who can enter into leases or agreements, acting on behalf of the association, to acquire the said land and buildings.

J) AUDIT & ACCOUNTING.

A statement of income and expenditure must be produced at each monthly meeting. Proper books of accounts showing all transactions, assets and liabilities of the association shall be kept and be made available for inspection by any member of the association.

The Annual Accounts will be subjected to an independent examination by a suitably qualified person, as specified by section 42 of the 1993 Charities Act.

The signatories for the signing of Cheques are two of any four of the persons elected to the posts of the following officers, Chairman, Vice Chairman, Treasurer and Secretary.

K) DISSOLUTION.

If the management committee decides that it is necessary or advisable to dissolve the charity it shall call a meeting of all members of the charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the management committee shall have the power to realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the charity as the members of the charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the charity must be sent to the commissioners.

As amended:

- 1) 29th August 1995 see letter from the Commissioners dated 17th August 1995 reference LD/3031805/RCS (T)**
- 2) Annual General Meeting on 16th December 1995.**
- 3) Management Committee meeting dated 27th February 1996.**
- 4) At a special meeting of the Chairman, Vice Chairman, Treasurer and Secretary on 12th March 1996.**
- 5) Annual General Meeting 8th December 1999.**
- 6) Management Committee meeting dated 24th January 2000.**
- 7) Management Committee meeting dated 28th March 2000.**