

THAXTED CENTRE FOR THE DISABLED

BYE LAWS – RELATING TO THE RUNNING OF THE CHARITY

These Bye Laws constitute the Governing Document of the Charity, and were adopted by the Management Committee on 20 February 2013 and approved by the Charity Commission on 6 March 2013 (by email).

1. Name

The name of the Charity is the 'Thaxted Centre for the Disabled'. The Registered Charity No is 289010.

2. Objects

The objects of the Charity are to improve the quality of life of people in the local community of Uttlesford who are affected by physical disability, primarily but not exclusively through the provision of occupational therapy, training, recreational and social opportunities in sheltered and secure surroundings, with the aim of building their self confidence and independence.

3. Charity Trustees

The Trustees of the Charity responsible for its management are the members of the Management Committee elected under the provisions of these Bye Laws.

4. Membership of the Management Committee

The Committee shall consist of not more than 16 members, who shall elect annually from their number a Chairman, Vice Chairman, Secretary and Treasurer. The Centre Manager will be ex officio a Committee member, as will one representative each from the Volunteer Helpers and the Disabled Members.

5. Election of Members

Committee members shall be elected at the AGM to serve for one year, and shall be eligible for re-election. The Committee shall have the power to fill any vacancy occurring during the year.

6. Responsibilities of the Centre Manager

The Centre Manager shall be appointed by the Committee to be responsible for the day to day management of the Centre's affairs. The Manager must ensure that appropriate financial records are kept and has the right to make contracts on the Centre's behalf for work to be carried out at the Centre.

7. Responsibilities of the Treasurer

The Treasurer shall be responsible for keeping suitable bank accounts for the Centre's funds, for producing Financial Statements at least quarterly, and will arrange for the production of the Centre's Annual Accounts and Balance Sheet. The Treasurer has the right to arrange for a working overdraft for the Centre, but if guarantors are required these shall be obtained by the Management Committee.

8. Responsibilities of the Management Committee

The principal responsibilities are as follows

- (a) to manage the affairs of the Centre so that it fulfils the objects and purposes of the Charity
- (b) to perform the Tenants' obligations as set out in the Lease, with particular regard to the timely payment of the rent, and maintenance of appropriate insurance cover
- (c) to invest reserve funds appropriately to secure the financial objectives of the Centre
- (d) to organise a Grants, Donations and Fund raising programme sufficient to keep the Centre viable
- (e) to recruit new Disabled Members to ensure the Centre's resources are fully utilised
- (f) to secure appropriate publicity to enhance the reputation of the Centre within the community of Uttlesford
- (g) to organise and support specific fund raising events on behalf of the Centre
- (h) to hold at least once a year a Members Forum to listen to the Disabled Members views on the running of the Centre, and where appropriate to act on those views
- (i) to keep a Committee Minute Book recording all proceedings and decisions of the Committee, to be signed by the Chairman, and produced for inspection by the Property Trustees at their request
- (j) to ensure that the Centre is at all times compliant with all relevant Government and Local Authority policies and procedures
- (k) to comply with the annual reporting requirements of the Charity Commission, and to appoint a member to act as liaison with the Commission.
- (o) to secure Charity Commission approval to any amendments to these Bye Laws.

8. Annual General Meeting

The Committee must hold an AGM by 30 September each year to receive, approve and adopt the Centre's Accounts for the preceding year to 31 March, and to

- (a) report to the members, supporters, partner organisations and funders on the finances and progress of the Centre
- (b) appoint members of the Management Committee
- (c) appoint the Auditors, or other suitable body, to verify the Accounts
- (d) consider any alterations to these Bye Laws
- (e) deal with any special matter which the Committee wishes to put to the meeting, and to receive any proposals from the meeting for consideration by the Committee

A notice convening the AGM must be sent to Management Committee members and others at least 14 days before the meeting and shall set out the agenda.

9. Regular Management Meetings

The Committee must meet at least quarterly to progress the affairs of the Centre and to deal with outstanding issues.

10. Special General Meetings

A Special General Meeting must be convened by the Management Committee within 14 days of receipt of a written request from not less than 10 of its members to consider any change to these Bye Laws, or to remove from office any or all members of the Committee and to fill any vacancies thus caused, or to consider any special matter.

11. Chairman – General Meetings

At General Meetings a Chairman shall be elected to preside, and shall have a casting or additional vote in the event of equality of votes.

12. Quorum

Management Committee Meetings – 5

General Meetings – 10

13. Amendments to Bye Laws

The Bye Laws may be amended by a two thirds majority of members present at an Annual or General meeting, provided that 14 days notice of the proposed amendment has been sent to all members and provided that nothing shall authorise any amendment or deletion or addition to the Bye Laws which would cause the Centre to cease to be a charity in law. No alteration to Bye Law 1 or 2 or this Bye Law 13 may be made without prior consultation and approval from the Charity Commission.

14. Dissolution

If, for whatever reason, the Management Committee decides that it is no longer viable to operate the Centre in pursuit of the objectives of the Charity, they must

- (a) advise the Property Trustees of their decision, and
- (b) convene an **Extraordinary General Meeting**, giving 14 days notice to members of the Committee, at which a resolution to dissolve the Centre must be passed by a majority of two thirds of those present. This resolution must also set out the means of disposal of any assets held by the Centre, and if any remain after satisfaction of the Centre's debts and liabilities, these shall be distributed to other local charities which pursue similar objects to those of the Centre.

In these circumstances, the Committee must ensure the delivery of the property to the Landlords in a condition consistent with the provisions of the Lease.

February 2013