

West Suffolk Mind

Working Rules

Registered Charity No. 260479

The following rules should be read in conjunction with the constitution of West Suffolk Mind.

Membership

West Suffolk Mind shall have a membership that is open to individuals and organisations in agreement with objectives of West Suffolk Mind and such membership shall be full membership. Any full member shall be entitled to vote at all General Meetings of West Suffolk Mind. West Suffolk Mind shall, without giving any reason, be entitled to refuse any applications for membership or to refuse renewal of any existing membership or request the resignation of any member and if such resignation is not received to terminate such membership

Membership is free but a donation, preferably by way of Gift Aid, can be made by cash, cheque or by banker's order.

Patrons

West Suffolk Mind can appoint two patrons who are supportive to our work, attend events or assist in other ways. They will not be involved in the management of the organisation, nor will they have any legal responsibilities.

Management Committee (Board of Trustees)

The Management Committee is the governing body of the organisation, holding ultimate power and responsibility. Its role is to act as a group to ensure the organisation is well managed with a clear vision, leadership and direction, whilst safeguarding assets, equipment, human resources and supervising the Manager.

No paid member of staff of West Suffolk Mind can be a Trustee of the Management Committee.

The Committee will be no less than eight or larger then twelve members and will consist of:-

4 Honorary Officers, ie Chair
Vice-Chair
Secretary
Treasurer

The other members will include a minimum of two service users, all with full voting rights.

Job descriptions as published by the National Council for Voluntary Organisations for all Committee Members will be adhered to.

The Committee will be appointed annually at the Annual General Meeting.

Also appointed at the Annual General Meeting will be the organisation's Medical Adviser and Auditor, both of whom have no voting rights, but who must be appropriately qualified.

The Committee have the power to co-opt new members throughout the year if vacancies arise, who can continue until the next Annual General Meeting. The Committee may also invite observers or specific advisers to this meeting as and when required.

The Committee have the power to set up sub-groups for ongoing pieces of work and working groups for task centred pieces of work, with time limits. Both groups report back to and are accountable to the whole Management Committee.

Meetings

The Management Committee will meet a minimum of five times a year, with a quorum being one third of the full committee membership to enable business to be transacted.

Dates will be planned one year in advance, in agreement with the new Committee. The agenda and all relevant paperwork will be sent to all Committee Members seven days before the date of the meeting.

The Chairman will have a second or casting vote in the case of an equal division of votes.

All meetings will be conducted by the Chair and in his/her absence will be chaired by the Vice-Chair.

The Chair may be asked to convene an additional meeting. If this is not actioned within seven days of receipt of the request, a statement requesting such a meeting, signed by no less than one third of the members of the Committee, empowers these members to convene a meeting.

Only business specified on the agenda shall be transacted at any meeting except by consent of three quarters of the Committee Members present at the meeting.

If any particular agenda item causes a conflict of interest to any Committee Members then individuals shall declare an interest and decline taking part in the discussion.

All meetings will be minuted and include a list of Committee Members present. At the request of any Committee Member he/she may have recorded the way they cast their vote on any resolution.

Committee Members shall have access to the minutes of all meetings of the Committee, but no other person may without the agreement of the Committee.

Special / Emergency Meetings

In special or emergency situations which require immediate action a meeting may be convened by the Chair. Notice of no less than three days must be given in writing. The quorum rules apply and the only business conducted will be that which was specified when convening the meeting.

Standing Committee

The organisation may have a Standing Committee, of no less than three honorary Committee Members. The Standing Committee shall have the power to transact the business of the organisation between meetings of the Committee, subject to a direction given by the full Committee.

Sub Groups and Working Groups

The Committee may appoint sub groups to undertake specific pieces of work and may include persons who are not Committee Members. These groups are accountable to the Management Committee and have no decision making powers.

Annual General Meeting

Details of the organisation's Annual General Meeting will be circulated and advertised in the press four weeks prior to the date of the meeting.

Such meetings shall be open to the general public as well as known colleagues and service users.

All Committee Members will be proposed and seconded prior to the meeting and all those present can vote on the nominees.

Full annual reports and accounts will be presented at each Annual General Meeting.

Finance

The Management Committee may authorise the opening and operation of current bank accounts. All cheques drawn on the organisation's account shall be signed by two Committee Members, one Committee Member and the Area Manager or by The Area Manager and the Deputy Area Manager. Cheques may also be signed by the authorised signatures alone up to a specified amount and agreed by the Committee following each Annual General Meeting.

Committee Members may be reimbursed for any expenses incurred on behalf of the organisation. Sums up to £10.00 may be reimbursed on presentation of receipts. Larger amounts shall not be paid without the approval of the Committee.

Guidelines issued by Charity Commissioners re: financial practice will be adhered to.

Property

The deeds of buildings owned or rented by West Suffolk Mind will be held by the Official Custodial Land Holding Service and will not be in the names of individual Committee Members.

Leases of rented properties shall be held on behalf of the organisation in the names of individual Committee Members.

Power to Delegate to Staff

Where paid staffs are employed the Management Committee shall have the power to delegate the day to day running of the organisation. The Management Committee will ensure that adequate reporting back systems are in place and implemented, e.g. reporting in full at each Committee Meeting, to Chair or designated Committee Member between meetings. This system to be reviewed following each Annual General Meeting.

Press

All public announcements, statements to the press, radio or television shall be made by the Chair or the Manager, or by another individual when authorised by the Chair. All statements must be cleared by the Chair. The Committee may by resolution deprive the Chair of this authority. No other individual shall make a statement on behalf of the organisation without approval of the Chair.

Amendments

The organisation may from time to time make amendments to the Working Rules but these can only be adopted at an Annual General Meeting.

Revised July 2005

Adopted at Annual General Meeting 10th October 2005