# CONSTITUTION OF EDZELL COMMUNITY HEALTH TRANSPORT

## NAME

The association shall be known as Edzell Community Health Transport (ECHT).

### OBJECTIVE

The objective of ECHT is to provide transportation to and from centres of health and medicine to people registered with the Edzell Health Centre who have need because of:

* age, mental or physical disability or infirmity
* and are otherwise unable to use public transport
* or have no other means of transport.
* Target Group:

. Patients registered with Edzell Health Centre.

. The aim is to offer and extend the service to patients who live in Edzell and District in the future.

### MEMBERSHIP

1. Membership of ECHT is open to:

. Individuals being residents of Edzell and District.

. Representatives of Voluntary Organisations, Community Groups, Local Authorities and other bodies concerned with social welfare in Edzell and District. Whose aims, objectives and duties, accord with those of ECHT.

1. Each Member shall have the right to one vote in meetings of ECHT.

### ECHT COMMITTEE

1. The ECHT Committee shall consist of a Chairperson, Secretary, Treasurer and Committee Members. Duration of office shall not be less than one year.
2. Resignations from and nominations to the General Committee shall be given in writing to the Secretary.
3. Individuals shall be accepted into Membership of the Committee at the discretion of the Committee.
4. The function of the Committee is to administer the day to day affairs of ECHT.
5. All Committee members shall be appointed Trustees of the association
6. A quorum for meetings of the Committee shall be no less than three Members, of which two shall be elected Officers.

### ELECTIONS

1. At the Annual General Meeting, ECHT shall appoint a Chairperson, Secretary and Treasurer and an independent financial inspector.
2. The Chairperson, Secretary and Treasurer shall hold office until the next Annual General Meeting of ECHT following their appointment. They shall be eligible for reappointment or for appointment to another Office.
3. One person may hold more than one Office at the same time, other than the Offices of Chairperson.

### MEETINGS

1. The Annual General Meeting of ECHT shall be held at such time as the Committee shall determine, not more than 15 months following the preceding Annual General Meeting. The Secretary shall give Members at least fourteen days notice of this meeting.
2. At the Annual General Meeting the business shall include a report of the work of ECHT, presentation of the independently inspected Accounts and the appointment of Committee members.
3. An Extra-Ordinary General Meeting of ECHT may be called by the Secretary on receipt of a written request for such a meeting, signed by a minimum of ten Members; or on receipt of a written request from the Chairperson of ECHT. The Secretary shall give at least fourteen days notice to Members of an Extra-Ordinary General Meeting.
4. The Chairperson shall preside at Meetings of ECHT. In the absence of both Chairperson and Vice Chairperson, the Committee shall nominate one of its number to conduct the proceedings.

### VOTING PROCEDURE

1. Voting shall be by show of hands, each Member present being entitle to one vote.
2. A secret ballot may be called at the request of a minimum of five Members.
3. In the case of equality of votes the Chairperson of the Meeting shall be entitled to a casting vote.

### FINANCE

1. The property and income of ECHT shall be the responsibility of the Committee as Trustees of ECHT, and applied solely for the purposes of ECHT.
2. No payment shall be made, directly or indirectly, by the way of bonus or otherwise to the profit of any Member of the ECHT Committee.
3. The Financial Year of ECHT shall run from 1 April to 31 March. The Accounts of ECHT shall be independently inspected a minimum of once every year, by an independent competent person and thereafter submitted for approval at the next Annual General Meeting.
4. The ECHT Bank Accounts will be conducted by the Chairperson, Secretary and Treasurer. Finance material may be signed on behalf of ECHT by any two of the aforementioned Officials.
5. The investments of ECHT shall not be altered, sold or reinvested, unless the transaction is authorised by the Committee.

### ALTERATIONS TO THE CONSTITUTION

1. A resolution for the alteration of the Constitution must be received by the Secretary a minimum of twenty-one days before the General Meeting at which the Resolution is to be presented.
2. The Secretary shall give Members a minimum of fourteen days notice of the proposed amendments
3. A resolution shall be passed when it receives the assent of not less than two thirds of the Members present at the General Meeting.

### DISSOLUTION

1. ECHT may be dissolved at any time by a Resolution to that effect, by a two-thirds majority of Members present at a meeting of ECHT. Fourteen days notice shall have been given to all Members of ECHT before such a meeting is held.
2. Such a Resolution may give instructions for the disposal of any assets held by, or in the name of ECHT after the satisfaction of debts and liabilities. Assets shall not be distributed amongst Members of ECHT.

Chairperson Signature Date

Treasurer Signature Date

Certified as a true copy (2 witnesses)

Date adopted 12.06.14