

Richmond & Kingston



ME Group

Constitution

Adopted on 30 September 2000

This amendment adopted 22 February 2025

Previous amendments on 12 May 2001, 26 September 2009, 11 October 2014.

Myalgic Encephalopathy amended to Myalgic Encephalomyelitis at AGM 8 September 2012

A Name

The name of the organisation is Richmond and Kingston ME Group.

B Objects

The Objects of the Group are:

To relieve those suffering from myalgic encephalomyelitis/chronic fatigue syndrome and associated chronic conditions and their carers;

To advance public education about all aspects of ME/CFS, principally within the area of the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames.

C Powers

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

- i. To raise funds, and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- ii. To buy, lease or exchange any property necessary for the achievement of the objects and to maintain and equip for use;

- iii. Subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Group;
- iv. To employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents;
- v. To cooperate and affiliate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- vi. To appoint and constitute such advisory committees as the Management Committee may think fit;
- vii. To do all such lawful things as are necessary for the achievement of the objects.

D Membership

- i. Membership of the Group shall be open to any person over 18 with M.E., Long Covid, Fibromyalgia or Lyme Disease, and their carers and supporters.

E Management Committee

- i. At the Annual General Meeting of the Group the members shall elect from amongst themselves a minimum of 3 and maximum of 15 Management Committee members, who shall hold office from the conclusion of that meeting;
- ii. The Management Committee shall elect from amongst themselves a Chairperson, Secretary, Treasurer and/or such other officers as they decide are necessary for the proper functioning of the group;
- iii. All the members of the Management Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or reappointed;
- iv. A member of the Management Committee shall cease to hold office if he or she notifies the Management Committee they wish to resign (but only if at least three members of the committee will remain in office when the notice of resignation is to take effect) or may be removed by General Meeting on a two-thirds majority vote.

F Management Committee Members Not To Be Personally Interested

- i. No members of the Management Committee shall acquire any interest in property, leases or contracts belonging to or entered into by the Group (otherwise than as a trustee for the Group) or receive remuneration apart from valid out of pocket expenses, which shall be agreed and recorded by the Management Committee. However, if a member of the Management Committee has a trade or skill that could be used to benefit the Group, they may be asked to submit estimates for specific work, when this work is discussed, they shall retire from the discussion and take no part in the decision making process on this matter.

G Meetings and Proceedings of the Management Committee

- i. The Management Committee shall hold at least four meetings each year;
- ii. The members of the Management Committee present shall choose one of their

number to be Chairperson of the meeting;

- iii. There shall be a quorum when at least three members of the Management Committee are present at the meeting;
- iv. Every matter shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality of votes the Chairperson of the meeting shall have a second or casting vote;
- v. Minutes shall be taken of all the meetings of the Management Committee, and they shall be available to all members of the committee and designated Committee Associates appointed by the Committee
- vi. A meeting may be held by suitable electronic means agreed by the Management Committee in which each participant may communicate with all the other participants;
- vii. The committee may co-opt up to four of its members. Co-opted members are full Management Committee members and so have a vote and form part of the quorum for the meeting;
- viii. The Management Committee may from time to time make and alter rules for the conduct of their business. No rule may be made which is inconsistent with this constitution.

H Accounts

- i. Proper records of accounts shall be kept and accounts shall be prepared annually and examined by an independent examiner appointed by the Annual General Meeting. The funds of the Group, including all donations, contributions, bequests, loans and grants shall be paid into a bank account in the name of the organisation. Cheques shall be signed by any two of those authorised by the Management Committee to sign on the account.

I General Meetings

- i. The quorum for a General Meeting shall be 5 members.
- ii. Each member has one vote.

J Annual General Meetings

- i. There shall be an Annual General Meeting of the Group which shall be held in the month of February in each year or as soon as practicable thereafter, at which the committee or officers shall report on their work, present a statement of accounts and resign;
- ii. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all the members of the Group. All the members of the Group shall be entitled to attend and vote at the meeting;
- iii. Nominations for election to the Management Committee can be made in writing to the Secretary of the Group or verbally at the Annual General Meeting;
- ~~iv.~~ The Annual General Meeting shall elect a committee for the coming year and vote on recommendations and any amendments to the constitution.

K Extraordinary General Meeting

- i. The Management Committee may call an extraordinary general meeting of the Group at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. The Secretary shall arrange for the meeting to take place within 21 days, and a note of the business to be discussed must be distributed.

L Alterations to the Constitution

- i. The constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. At least 21 days' notice in writing of such a meeting shall be given by the Secretary to the members and shall include notice of the alterations proposed. Changes to the Constitution require at least 10% of members to vote; voting by email will be accepted.

M Dissolution

- i. If the Management Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the Group, of which not less than 14 days' notice (stating the proposal) shall be given. If the proposal to dissolve is confirmed by a two-thirds majority of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be disposed of according to the wishes of the meeting to a similar voluntary charitable cause.

N This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed