

## CONSTITUTION OF STEP OUT SHEFFIELD

### 1.0 NAME

The name of the Group shall be Step Out Sheffield.

### 2.0 SCOPE OF THE GROUP

- 2.1 The Group shall function as a Not for Profit Organisation.
- 2.2 The Group shall act as a local delivery scheme for the national organisation Ramblers Wellbeing Walks (RWW).
- 2.3 Through its Management Committee the Group will conform with the national guidelines of Ramblers Wellbeing Walks, and any notices or instructions issued by Ramblers Wellbeing Walks. Should this Constitution fall into conflict with any documentation issued by Ramblers Wellbeing Walks then the documentation issued by Ramblers Wellbeing Walks will take precedence.
- 2.4 The Group shall deliver Ramblers Wellbeing Walks in and around Sheffield.

### 3.0 AIM

The aim of the Group shall be to advance fitness, and physical and mental wellbeing for the people of Sheffield, by encouraging them to walk regularly irrespective of their age, level of fitness, or physical and mental capability where this is reasonably practicable.

### 4.0 POWERS

In order to achieve its aims, the Group may:

- 4.1 Raise money from any source the Group deem suitable.
- 4.2 Open and operate any bank accounts deemed necessary by the Group.
- 4.3 Rent or hire premises.
- 4.4 Arrange transport as necessary, and where appropriate fund transport for individuals.
- 4.5 Organise, a city-wide programme of easy access walks and events.
- 4.6 Work with other Groups and exchange information and advice with them.
- 4.7 Change the functional status of the Group if it is deemed necessary to employ staff or take out insurance.
- 4.8 Undertake any other activity within the constraints of this Constitution to advance the Group.

### 5.0 MEMBERSHIP

- 5.1 Membership of the Group shall be automatically conferred on any person achieving registration as a Ramblers Wellbeing Walks Volunteer at any of the Groups scheduled walks.
- 5.2 Each member shall have one vote at meetings of the Group.
- 5.3 Any membership may be terminated for good reason by the Management Committee.

### 6.0 MANAGEMENT

- 6.1 Management of the Group shall be by a Management Committee of not less than three and not more than ten Group members elected at the Group's Annual General Meeting (A.G.M.).

- 6.2 The Management will be responsible for making decisions and introducing any measures it deems necessary for the safe and effective operation of the Group.
- 6.3 The officers of the Management Committee shall be:- Chair, Treasurer, Secretary and the RWW Step Out Sheffield Coordinator. Officers will be elected by the Management Committee from members already elected onto the Management Committee at the A.G.M at the first Management Committee meeting after the A.G.M. Retiring officers may be asked to remain in post until their successor is elected.
- 6.4 Within the upper limit of 6.1 the Management Committee may co-opt up to three individuals in an advisory and non-voting capacity to help fulfil the aims of the Group. City-wide representation on the Committee to be strongly encouraged.
- 6.5 The Management Committee shall meet at least twice a year.
- 6.6 At least three Management Committee members must be present for a meeting to be quorate
- 6.7 Voting at a meeting of the Management Committee shall be by show of hands and a simple majority. In the event of a tied vote the Chair shall have a casting vote.
- 6.8 The Management Committee shall be authorised to remove any Management Committee member for good and proper reason.
- 6.9 The Management Committee shall identify any specific roles necessary to fulfil its function and appoint Volunteers to these roles. Volunteers filling such identified roles are not required to be members of the Management Committee but would be required to report to it.
- 6.10 The Management Committee may elect to defer any decision they deem to have a major impact on the Group for discussion by members at the next A.G.M. or at a Special General Meeting convened for a specific reason. Any decision so deferred and taken by the members shall be binding.
- 6.11 In the event of long-term absence of an Officer for a period exceeding 28 days the Management Committee may appoint another Management Committee member to act in that role.

## **7.0 DUTIES OF THE OFFICERS**

- 7.1 Duties of the Chair:-  
Chair Meetings of the Management Committee and the Group.  
Represent the Group at events that the Group has been invited to attend.  
Act as spokesperson of the group when appropriate.  
Ensure the activities of the group remain focused on its main aim of delivering easy access walks.
- 7.2 Duties of the Secretary:-  
Be the main point of contact for all correspondence.  
Prepare, in consultation with the Chair, the agenda for meetings of the Management Committee and the Group.  
Ensure that all meetings are minuted and minutes are circulated appropriately.  
Collect and circulate any relevant information within the Group.
- 7.3 Duties of the Treasurer:-  
Oversee the financial affairs of the group  
Keep proper accounts reflecting all monies received and paid out by the group
- 7.4 Duties of the RWW Step Out Sheffield Coordinator :-  
To support the Volunteers who deliver RWW walks and encourage and support 'best practice' as defined by Ramblers Wellbeing Walks.  
To work with the Management Committee to develop and deliver new walks in areas of the city which don't yet host a RWW walk.

## **8.0 FINANCE**

- 8.1 All expenditure will be authorized, on behalf of the Group, by the Management Committee before any financial commitment is made.
- 8.2 All monies received by or on behalf of the Group shall be applied to further the aim of the Group, and for no other Purpose.
- 8.3 Any bank accounts opened for the Group shall be in the name of the Group.
- 8.4 Any cheques issued shall be signed by two of four Management Committee members, nominated by The Management Committee for this role.
- 8.5 The Group shall ensure that its accounts are scrutinised in accordance with current financial regulations, at intervals prescribed by these regulations.

- 8.6 In circumstances deemed appropriate by the Management Committee, the Group will reimburse out of pocket expenses to members of the Management Committee, Volunteers, and Ramblers Wellbeing Walks Coordinators undertaking activities on behalf of the Management Committee or the Group.

## 9.0 ANNUAL GENERAL MEETING

- 9.1 The Group shall hold an A.G.M. in the month of May, if reasonably practicable.
- 9.2 All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend said event.
- 9.3 The Business of the A.G.M. shall include, but not be limited to:-
- 9.3.1 Receiving a report from the Chair on the Group's activities for the year.
  - 9.3.2 Receiving a report from the Treasurer summarising the finances and accounts of the Group.
  - 9.3.3 Electing a new Management Committee
  - 9.3.4 Any other matters deemed appropriate by the Management Committee.
- 9.4 At least twenty members of the Group must be present for the A.G.M. to be quorate.

## 10.0 SPECIAL GENERAL MEETING

A Special General Meeting may be called by the Management Committee, or on the request of ten or more Group members to discuss matters of urgency or importance. All Group members shall be given at least fourteen days' notice of any such meeting together with an agenda.

## 11.0 ALTERATIONS TO THE CONSTITUTION

Any changes to the Constitution must be approved by the Management Committee and agreed by show of hands by at least 67% of attendees at an AGM or SGM who are authorized to vote.

## 12.0 DISSOLUTION

- 12.1 The Group may be wound up at any time at a Special General Meeting, or an A.G.M if agreed by two thirds of those members present at the meeting
- 12.2 In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with a similar aim in accordance with the current rules of the Charity Commission.

## 13.0 APPROVAL OF THE CONSTITUTION

The Constitution is approved by the undersigned members of the Management Committee:-

<b>NAME</b>	
ADDRESS	
SIGNED	
DATE	
<b>NAME</b>	
ADDRESS	
SIGNED	
DATE	
<b>NAME</b>	
ADDRESS	



## **14.0 ADOPTION OF THE CONSTITUTION**

14.0 The Constitution will be approved by the Management Committee.

14.1 The Constitution will be presented to an AGM or SGM and will only be adopted if agreed by show of hands by at least 67% of attendees who are authorized to vote.

## **15.0 REVIEW OF THE CONSTITUTION**

The Constitution will be reviewed by the Management Committee 3 years from the date of Adoption.