



St Albans and District Cardiac Support Group
Affiliated to the British Heart Foundation and Arrhythmia Alliance
www.hertbeats.org.uk

HERTBEATS CARDIAC SUPPORT GROUP **CONSTITUTION**

TITLE

The St Albans and District Cardiac Support Group shall be called HERTBEATS (also referred to in this Constitution as “The Group”).

AIMS & OBJECTIVES

- a) The functions of The Group shall be:
- to establish and maintain awareness of its existence to other people with cardiac problems and to **their partners, relatives, friends & carers**
 - to keep abreast of current developments in cardiac after-care and other relevant health matters and to keep members informed accordingly
 - to influence decision-making within the NHS on matters relating to The Group’s interests
 - to maintain contact with consultant cardiologists, rehabilitation professionals and other cardiac clinicians
 - to provide information to members on local exercise and leisure facilities
 - to provide supervised exercise sessions
 - to interact with other cardiac support groups in the area
 - to arrange social events and activities such as talks by visiting speakers and outings to places of interest.
- b) To further the above aims and objectives, The Group may:
- hire venues suitable for the above events and activities
 - obtain, collect and receive monies and funds by way of contributions, donations, affiliation fees, subscriptions and any other lawful methods towards The Group’s activities and for the good of its members
 - procure equipment for the exclusive use by The Group’s members.

MEMBERSHIP

Membership of The Group shall be open to anyone who has, or has had, a cardiac problem, or anyone who is interested in giving support to these people.

OFFICERS

The Group shall be governed by the Executive Committee consisting of:

- a) the elected Officers of The Group
- b) other members elected at the Annual General Meeting of The Group.
- The elected Officers shall be Chairman, Secretary and Treasurer.

Chairman: Brian York 01727 854072 **Treasurer: Dave Tarrant** 01727 858396
Secretary: Roger Miller 01727 766278 / 07879 466079 - secretary@hertbeats.org.uk



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- A Vice-Chairman and Chaplain may be appointed by the Executive Committee.
- A President and Vice-Presidents may be elected and attend meetings of the Executive Committee ex-officio.
- The Executive Committee shall have the power to co-opt members to carry out specific duties.
- The Executive Committee shall comprise up to 10 members, excluding ex-officio and co-opted members. **The responsibilities of the full members of the** ~~Each member of the Executive Committee, except ex-officio members, shall assume a specific responsibility, as defined by the Executive Committee, will be responsible for such responsibilities~~ should include: keeping membership records; organising meetings with visiting speakers; organising trips and visits; promoting awareness of The Group and its activities; production and distribution of the newsletter Hearts and Minds; co-ordinating exercise classes at the Maple Therapy Unit of St Albans City Hospital and other appropriate venues; counselling members on request.

ACCOUNTS & FINANCE

- The Group shall maintain bank accounts in the name of The Group.
- All payments exceeding £100 shall be ratified by the Executive Committee and all **payments** ~~cheques~~ shall be **authorised** ~~signed~~ by any two of four nominated persons, one of whom shall be ~~the Treasurer~~ **an elected officer**.
- The Financial Year of The Group shall end on 31st March.
- Accounts shall be prepared annually, audited and laid before members at the Annual General Meeting of The Group.
- An Hon Auditor shall be appointed at each Annual General Meeting.
- The Annual Membership Subscription shall be approved at the Annual General Meeting of The Group.

MEETINGS OF THE GROUP

- a) The Annual General Meeting (AGM) of The Group shall be held in each year at such time (not being more than 13 months after the holding of the preceding AGM) and place as the Executive Committee shall determine. At least 28 days clear notice shall be given in writing by the Secretary to the members. Other meetings of The Group shall be held at such times as may be determined by The Group.
- b) The Officers and Executive Committee members shall be elected by the Annual General Meeting of The Group and shall hold office until the close of the next AGM following their election. The minutes of the AGM shall contain details of all Officers elected. All Officers shall retire at each AGM but may be re-nominated for office. Vacancies occurring between Annual General Meetings may be filled at the discretion of the Executive Committee, who shall also have powers of co-option.

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- c) A Special General Meeting of The Group may be called at 14 days clear notice, in writing to the Secretary, upon demand by at least 10 members or by the Executive Committee.
- d) All paid-up members of The Group shall have full voting powers.

QUORUM

- a) The quorum at an Annual General Meeting shall be 25 members.
- b) The quorum at a meeting of the Executive Committee shall be four members of the Executive Committee, excluding ex-officio and co-opted members, and must include at least one Officer.

AMENDMENTS TO THE CONSTITUTION

The constitution may be amended only at an Annual General Meeting of The Group or at a Special General Meeting called for that purpose. Any change to the Constitution of The Group must receive the assent of not less than two-thirds of the members present rounded up to the nearest whole number.

DISSOLUTION

The Group may at any time be dissolved by a Resolution supported by at least 10 members, presented to the Executive Committee and subsequently passed by a two-thirds majority (rounded up to the nearest whole number) of members voting in a referendum put to all members of The Group by the Executive Committee. Any assets remaining after the payment of any debts and liabilities shall be given or transferred to such other organisation or organisations having objectives similar to the objectives of The Group, as specified in the Resolution or, in the absence of such specification, as the Executive Committee shall determine.

Roger Miller
Secretary

This Constitution was agreed at an Annual General Meeting of The Group held on 21st May 2013. (a new date will be added if these changes are agree at the AGM)

Signed

Name

Office Held

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