CONSTITUTION
CAFÉ SOLACE

1. NAME

   1.1 The community group will be known as “Café Solace

2. AIMS

   2.1 The aims of Café Solace are to

   - to engage with people in recovery, their families, and friends, and the wider community by providing resources and opportunities conducive to recovery in North Ayrshire.
   - To demonstrate, celebrate and promote recovery in North Ayrshire.
   - To be actively involved in community participation opportunities and education.
   - To provide skill development, training and volunteering opportunities for people in recovery.

3. RESPONSIBILITES

   3.1 To further the Aims the group will

   - Undertake and lawful activities which further any of the above aims
   - Promote and practise an anti-discriminatory policy
   - Raise monies by means of fundraising, events, donations and grants
   - Oversee the induction of new members to Café Solace provision.

4. MEMBERSHIP OF CAFÉ SOLACE

   4.1 Membership of the group will be open to individuals in recovery from alcohol and other drug problems and supporters of recovery. Members will be required to sign and abide by the membership form code of conduct.

   4.2 There will be no annual subscription charge or associated fees for membership

   4.3 Members of the group will be required to comply with and promote an anti-discriminatory policy

   4.4 Some members, depending on roles, will be required to undertake training

5. MANAGEMENT COMMITTEE

   5.1 There shall be a Management Committee with a minimum of 4 members and a maximum of 12 who will be elected at the Annual General Meeting (AGM). The committee members will be comprised of individuals in recovery and supporters of recovery.

   5.2 The Management Committee shall have the powers to co-opt to the committee as necessary

   5.3 The Management Committee shall be responsible for carrying out the aims of the group, and subject to any conditions imposed from time to time by the group for administration, management and control of the affairs and property of the group.

5.4 The Management Committee will act in the best interest of the group. Members will declare any conflict of interest prior to being considered as a committee member. All committee members will declare any conflict of interest for any items discussed at a meeting and will not be allowed to vote on the specific item.

5.5 At each AGM, all of the members of the Management Committee shall retire from office – but shall then be eligible for re-election. The outgoing Chair will chair the AGM

5.6 The office of Chair, Vice Chair, Secretary and Treasurer will be elected by members of the Committee following the AGM

5.7 The office bearers will hold office for a period of one year and be eligible for re-election.

5.8 The Chair shall preside at Committee meetings and in his/her absence the Vice Chair shall preside.

5.9 Committee members are required to attend all meetings. If members are not able to attend, they should inform the Secretary prior to the meeting.

5.10 If a committee member misses 3 consecutive meetings they will be asked to step down by the management committee, unless there are extenuating circumstances.

5.11 Where a member leaves the committee the members will decide whether a new member will be co-opted onto the Committee or if the Committee will operate at the reduced number until the next AGM.

6. MEETINGS

6.1 The Management Committee will meet not less than on a quarterly basis. The time and date will be agreed by members.

6.2 The quorum will be a minimum of no less than one third of the elected committee and shall for a quorum at each committee meeting which must include the Chair or Vice-chair

6.3 The Secretary will issue notice of the meeting at least 7 days in advance

6.4 The Management Committee shall ensure that the Minutes are made of all proceedings at all meetings; a minute shall include the names of those present, and where possible shall be signed by the Chair or Vice-chair person of the meeting.

6.5 The Committee will operate on the basis of consensus (by majority rather than unanimity). Each Committee member has one vote and the Chair will have the casting vote should there be a split vote.

6.6 If there is dissent from agreement on a significant issue, the dissenting member(s) may ask for that dissent to be recorded in the minute of the meeting.

6.7 Representatives from North Ayrshire Alcohol and Drug Partnership, North Ayrshire

Council Social Services, North Ayrshire Council Community Development, NHS Ayrshire & Arran, and other appropriate partnering agencies may be invited to attend meetings at the discretion of the committee, as an advisory role with no voting rights.

7. AGM

7.1 There will be an AGM of the group to be convened by the Management Committee each year in the month of April and at least 28 days' notice will be given at meeting.

7.2 At each AGM the business shall include report of the work of the group, the approval of externally audited accounts, motions submitted by the Management Committee or members, the transaction of any competent business and the election of the new committee

7.3 The election of the new committee at the AGM will be presided over by outgoing Chair/Representative from North Ayrshire Alcohol and Drug Partnership or Locality/Community Link Worker.

8. SPECIAL GENERAL MEETINGS

8.1 The Chairperson of the Management Committee may at any time at his/hers discretion call a special general meeting of the group. A special meeting of the group may be called on the written request of 3 or more committee members submitted to the secretary who shall arrange for the meeting to take place within 28 days.

9. FINANCE

9.1 The group shall have the powers to raise money by the means of fundraising events, donations, and grants from statutory agencies and other sources. All monies raised by the group shall be applied to the purposes detailed in this constitution. No portion of income shall be paid or transferred directly or indirectly by way divided, bonus or otherwise by way of profit to any members of the group.

9.2 No remuneration or other benefit in money or monies worth shall be given by the group to any members except reimbursement of out of pocket expenses, upon production of a valid receipt.

9.3 The group's financial year shall run from April to March. Each year the accounts of the group shall be externally verified by a suitably competent person independent from the group.

9.4 The annual accounts may be inspected by any member and the accounting records may be inspected at any time by any committee member.

9.5 A statement of the externally audited accounts for the last financial year shall be submitted by the Committee to the AGM.

9.6 A bank account shall be opened in the name of the group. Withdrawals will require the signatures of two out of three signatories.

9.7 The Committee Members have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up if the organisation is unable to meet its debts unless they are in breach of their legal obligations.

10. ALTERATIONS OF THE CONSTITUTION
    10.1 Alterations to the constitution shall require the assent of not less than 60% of the members present and voting at a properly convened general meeting of the group. A resolution for the alteration to the constitution shall be lodged in writing to the secretary of the group 28 days prior to a properly convened meeting of the group. The Secretary will include information of the proposed alteration to the constitution to all members of the committee in the calling notice for a special meeting, with prior notice of not less than 14days.

11. 11 DISSOLUTION
    11.1 The group may at any time be dissolved by a resolution passed by a majority of the members at a properly convened general meeting of which 28 days' notice shall have been sent to all members of the group. Prior to possible dissolution of the group, discussions will first take place with representatives from North Ayrshire Council and NHS Ayrshire and Arran. Such resolution may give instruction for the disposal of any assets held by or in the name of the group to be given or transferred to a similar organisation after payment of all debts and liabilities.

Certified as a true copy

Name ……………………………………………..	**Name …………………………………………………..**
Position …………………………………………..	**Position ………………………………………………**
Signed ……………………………………………..	**Signed ………………………………………………….**

This constitution was adopted at a meeting held on …………………………………………………………..