

## **Constitution**

### **1 Name**

**Wellbeing Animals Guernsey (WAG)** ('the charity')

### **2 Legal Status**

An Unincorporated Charitable Association

### **3 Purpose and Mission**

To form a network of caring individuals who, with their dogs, or other animals, are willing to provide animal assisted support which brings therapeutic benefit to people of all ages and in a variety of situations including Health and Social Care service areas, residential and nursing homes, day care centres and schools.

### **4 Relationship to other non-profit organisations or membership of an affiliation network or otherwise**

4.1 To co-operate with other charities, voluntary bodies or authorities so as to exchange appropriate information and advice with them.

4.2 To merge with or enter into a joint venture with any other charity or voluntary body where the Committee agrees that such affiliation would be of benefit to the charity.

### **5 Members and subscription**

5.1 Any person who becomes a WAG visiting volunteer with their animal will become an enrolled member of the charity.

5.2 Such members will carry out volunteer visits with a therapy animal. All animals are assessed for health, behaviour and temperament. Members and their animals will always wear their WAG identity badge when carrying out therapy visits on behalf of the charity.

5.3 Any supporter of WAG may also apply to become a member

### **6 Rules of proceedings at members' meetings**

6.1 The Annual General Meeting (AGM) of the charity should be held within three months of the end of each financial year of the charity (being the year ended 31 December) and a report of the charity's financial situation shall be presented to the meeting.

6.2 Prior to the AGM the financial statement for the year shall have been independently verified if the annual turnover should exceed £10,000.

6.3 Other General Meetings shall be convened by the Committee or upon request of ten percent of the membership.

6.4 A quorum for General Meetings shall be ten percent of the membership or seven members, whichever is the greater.

6.5 Twenty eight days' notice of any General meeting should be sent to every member.

6.6 All matters relating to the Constitution of the charity put to a vote at a General Meeting will be carried by a clear majority of two thirds of the membership present and voting.

6.7 All other matters put to the vote at a General Meeting shall be carried by a clear majority of members present and voting. In the event of a tie the Chairman of the meeting shall have a casting vote.

## **7 Procedural rules for eligibility for election of committee members**

7.1 A Committee shall be formed to organise the work of the charity and manage its affairs (the Committee).

7.2 The Committee shall have a minimum of three unconnected members, all of whom must be Guernsey residents (a Chairman, Secretary and Treasurer), and such other members as the General Meeting deems appropriate with a maximum number of eight members.

7.3 The Committee should comprise members who together have the skills, knowledge and experience needed to run the charity effectively and economically.

7.4 Members of the Committee must act in the best interest of the charity and avoid any conflict between their personal interests and those of the charity.

7.5 Members of the Committee will be elected to serve a one year term and shall be eligible for re-election each year for up to a maximum of ten years.

## **8 Duties and powers of all committee members** include a requirement that they:

8.1 are persons of integrity and probity who have suitable and appropriate skills and experience to administer the mission, purpose and undertakings of the charity

8.2 have a duty to act in good faith at all times, with a general duty of care

8.3 have a duty to act only in accordance within the powers afforded by this Constitution

8.4 have a duty to ensure that there are measures in place to enable the charity to achieve its purpose and mission effectively, to fulfill its other obligations under its constitution and to discharge any legal obligations to which it is subject

8.5 have a duty to review the activities of the charity, as well as its own performance, from time to time to ensure that the charity continues to achieve its purpose and mission effectively, to fulfill its other obligations under its constitution, and to discharge any legal obligations to which it is subject

8.6 have a duty to ensure that the financial position of the charity is satisfactory and prudent for the purposes of the charity's mission and purpose

8.7 have a requirement to be transparent and accountable generally, unless there is a good reason not to be, such reason to be approved by both the committee and the members

## **9 Rules of proceedings at Committee meetings**

9.1 The Committee shall meet at least 4 times per year.

9.2 The quorum for Committee meetings shall be three unconnected persons, as determined by the members in the General Meeting, one of whom must be the Chairman, Secretary or Treasurer.

9.3 Matters put to the vote at a Committee meeting shall be carried by a clear majority of Committee members present and voting. In the event of a tie the Chairman of the meeting shall have a casting vote.

## **10 Duties and powers of the Chairman**

10.1 To provide leadership and direction to the Committee and enable the Committee to fulfill its responsibilities for the overall governance and strategic direction of the charity

10.2 To ensure that the charity pursues its mission and purpose as defined in its Constitution

## **11 Duties and Powers of the Secretary**

11.1 To ensure that committee meetings, the AGM, General Meetings and events are properly convened, administered and recorded

11.2 Keep membership records up-to-date

11.3 Monitor committee member action points

## **12 Duties and powers of the Treasurer**

12. 1 To undertake all duties concerning the finances of the charity including bookkeeping and banking duties

12.2 Carry out regular bank reconciliations for presentation at Committee meetings

12.3 Prepare an annual financial statement within one month after the financial year end and if the turnover exceeds £10,000 ensure that it has been independently verified prior to the AGM

12.4 Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.

12.5 Make the necessary arrangements to collect payments from debtors and bank payments promptly.