



Constitution of: EYES OPEN STEERING GROUP

(To be reviewed at our AGM in January 2025)

1) Name

The name of the organisation shall be Eyes Open Steering Group (hereinafter called 'the Organisation').

2) Objectives

The objectives of the Organisation are:

- i. To guide the delivery of educational initiatives to raise awareness of HIV and reduce the stigma associated with HIV infection.
- ii. To develop community events to raise awareness of issues relating to HIV in the general population.
- iii. To co-operate and work with individuals, voluntary organisations and statutory authorities to raise awareness, increase understanding and reduce onward transmission.
- iv. To raise funds and invite and receive contributions in furtherance of the objective by any lawful means other than by permanent trading.
- v. To be non-judgemental, treat people fairly, positively, with dignity and respect. We are committed to reducing stigma and discrimination in our work whilst providing education and raising awareness in the geographical areas in which we work.

3) Membership

- i. Membership of the organisation shall be open to health professionals, community workers and anyone who is committed to helping the Organisation in the represented areas of the North East and Cumbria regions who actively support the objectives of the Organisation.
- ii. Associate membership of the Organisation shall be open to those representatives of the above organisations, statutory authorities or persons based or operating within the North east and Cumbria which actively support the Organisation's objectives.

- iii. Each member shall have one vote at the Annual General Meeting of the Organisation.
- iv. The Chairperson shall keep a record of the Organisation's membership.
- v. The steering group shall have the right – for good or sufficient reasons – to terminate the membership of any individual member or members provided that said member or members have the right to be heard by the steering group before a final decision is made.

4) Annual Meeting

- i. The annual meeting of the Organisation shall be held in the month of **January** each year or such other time (not being more than 15 months after the preceding annual meeting) as the steering group shall from time to time determine. ii. Where possible members shall be notified personally giving 14 days' notice of the AGM.
- iii. At the annual meeting the business shall include:
 - a. Consideration of the Organisations accounts.
 - b. Consideration of a report on the organisation's activities during the previous year.
 - c. Election of steering group members for the forthcoming year.
 - d. Discussion of any other matter(s) of which notice has been given.
- iv. The Chairperson shall have given at least 21 clear days' notice in writing of the annual meeting to all members.
 - a. Such notice shall include details of matters to be discussed.
- v. A special meeting of the Organisation may be called at any time at the request of the steering group or at least one third of the membership.
- vi. A quorum at the annual meeting shall be not less than 5 people including at least one officer.
- vii. All matters shall be decided by simple majority vote.
- viii. All members shall have only one vote but in the case of an equality of votes, the Chair shall have a second or casting vote.

4). Alteration of the Constitution

- i. Proposals for amendments to this constitution or dissolution (see clause 11) must be delivered to the Chairperson, or Treasurer in writing. The Chairperson in conjunction with all other officers shall then decide on a date of a forum meeting to discuss such proposals, giving at least 4 weeks (28 days) clear notice.

5) The Steering Group

- i. The steering group is the body responsible for the overall management of the Organisation.

- ii. The steering group shall consist of not less than five nor more than twenty members elected from the membership of the Organisation.
- iii. Members of the steering group are elected at the Annual Meeting and shall hold office until the end of the following Annual Meeting.
- iv. A member of the steering group may resign at any time by sending in a letter of resignation to the Chairperson or the Treasurer or may be deemed to have resigned by default should such a member fail to attend three consecutive meetings of the steering group without good or sufficient reason.
- v. Casual vacancies on the steering group may be filled by the steering group by co-opting another member who will hold office until the end of the next Annual Meeting.

6) Steering Group Procedures

- i. The steering group shall meet not less than **4** times a year including the Annual Meeting. A special meeting of the steering group may be called at any time provided that at least seven days' notice has been given.
- ii. At the first meeting of the steering group following the Annual Meeting, the steering group shall elect from their number a Chairperson and Treasurer and any other honorary officer as shall be deemed appropriate.
- iii. All questions arising at the meeting shall be decided by a simple majority vote. In the event of an equality of votes, the Chairperson shall have a second or casting vote.
- iv. The steering group may appoint such sub-committees as shall be deemed necessary and shall determine their duration, composition, powers and terms of reference.
- v. Any sub-committees so appointed must always report back to the full steering group as soon as possible.
- vi. The steering group and all sub-committees shall keep minutes of all actions and proceedings and shall ensure the safe keeping of all the Organisations records.
- vii. The steering group may make rules to govern its activities and proceedings and that of any sub-committees provided that such rules are not inconsistent with the provisions of this constitution.

7) Nominations for membership of the Steering Group

- i. Candidates who wish to stand for election to the steering group should confirm in writing their willingness to be nominated.
- ii. All nominations should be proposed and seconded before the Annual Meeting. In the absence of written nominations, proposals may be accepted from the floor.

8) Finance

- i. All funds belonging to the Organisation as raised for the benefit of the Organisation must be applied solely to further the Organisations objectives.
- ii. A bank account shall be opened in the name of the Organisation and all monies raised from whatever source shall be paid into the account.
- iii. There shall be at least three named signatories to the bank account and all cheques must be signed by not less than two of the three signatories.
- iv. The Treasurer shall keep a record of all transactions and present regular reports to members.
- v. At the Annual Meeting the Treasurer shall present the Annual Accounts.

9) Amendments to the constitution

- i. Proposals for amendments to this constitution or dissolution (see clause 11) must be delivered to the Chairperson or Treasurer in writing. The Chairperson in conjunction with all other officers shall then decide on a date of a forum meeting to discuss such proposals, giving at least 4 weeks (28 days) clear notice.
- ii. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting

10) Dissolution

- i. The Organisation may be dissolved at any time at a special meeting called for the purpose of which at least 21 clear days' notice shall have been given to members.
- ii. A two thirds majority of those present and entitled to vote shall be requested to dissolve the Organisation.
- iii. In the event of dissolution, the steering group shall be the body responsible for the orderly winding up of the Organisations affairs.
- iv. After the satisfaction of all debts and liabilities the steering group shall transfer any remaining assets to such other organisations or associations having objectives similar to some or all of the objectives of the Organisation.