

Constitution of the Bookham Seniors Computer Club

PURPOSE

The purpose of the **Bookham Seniors Computer Club** is to provide an environment which allows the senior residents of Bookham and the surrounding area to improve their skills using computers and other new related technology. Through this activity, these senior residents are empowered to use computers to enhance their daily lives by keeping in touch with family and friends, using on-line facilities that are becoming part of our daily lives, and using applications for correspondence, creativity and recreation.

ACHIEVING THE PURPOSE

In order to carry out the purposes, the Committee has the power to :-

- (1) raise funds, receive grants and donations
- (2) buy or sell assets, take on leases and employ staff
- (3) co-operate with and support other groups with similar purposes
- (4) do anything else within the law which is necessary to achieve the purposes

MEMBERSHIP

The Committee may admit to membership anybody aged 50 and over who supports the purposes of the group. People who wish to become a member should apply to the Committee. Membership lasts for 1 year and may be renewed. The Committee will keep an up to date membership list.

The Committee may expel someone from membership, provided it is in the best interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
- (2) There must be at least 6 of the members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every member has one vote.
- (6) Members shall elect between 3 and 6 members to the Committee. They will retire at the next AGM and may stand for re-election.

COMMITTEE

- (1) The Committee shall hold at least 3 meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2) At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) The Committee must keep accounts which may be viewed by any member on request.
- (4) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election

- (5) The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

MONEY

- (1) Funds must be held in the group's bank account. All cheques must be signed by 2 committee members.
- (2) Accounts will be kept of all funding received and spent.
- (3) Funds must only be used for the purposes of the group. Funds cannot be used to pay Committee members except to refund legitimate expenses.

SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.
- (2) **Emergency Special General Meetings** - to allow the members to decide on important issues.
- (3) **Winding up** - the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

SETTING UP THE GROUP

This constitution was adopted on JUNE 1st 2010 by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Signed

Print name and address

J.V. Gillingham

Chairman - JOAN GILLINGHAM, 6 HILLTOP RISE
GREAT BOOKHAM, SURREY KT23 4DB

R. Sue Halford

Secretary - Roberta Sue Halford, 1 Westfield Drive,
Great Bookham, Surrey KT23 3NU

S. Pindar

Treasurer - SUSAN PINDAR, 10, WOODLANDS ROAD
LITTLE BOOKHAM SURREY KT23 4HF

R. Court

Facilitator - REBECCA COURT 36, LINKS ROAD, ASHTEAD
KT21 2HT.

Equality and Diversity Policy

June 2010

The BookhamSCC is committed to equality and diversity

We value diversity, and are determined to ensure:

- that we treat all individuals fairly, with dignity and respect;
- that the opportunities we provide are open to all;
- that we provide a safe, supportive and welcoming environment for all members, volunteers and visitors.

Discrimination

The Bookham SCC will not tolerate, from members or visitors, discrimination against individuals on the basis of gender, race, colour or ethnic or national origin, religion or equivalent belief system, disability, sexual orientation, social class, age, marital status or family responsibilities or as a result of any conditions or requirements that do not accord with the principles of fairness and natural justice.

The management committee of the Bookham SCC is responsible for fostering an environment in which compliance with this policy is put into practice and will give serious consideration to complaints of harassment or discrimination.

Vulnerable Adults Policy

June 2010

Bookham SCC is committed to ensuring that vulnerable people who attend our computer courses are not abused and that working practices minimise the risk of such abuse.

Definition: Some of the vulnerable adults that Bookham SCC may deal with are people who are over 50 years of age who may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include:

- physical,
- financial,
- material,
- sexual,
- psychological,
- discriminatory,
- emotional abuse
- and neglect.

Abuse can take place in any setting, public or private, and can be perpetrated by anyone.

All who volunteer through Bookham SCC have a duty to identify abuse and report it.

2. Support to volunteers

The volunteers reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned i.e. are upset or angry. The Committee members will support you. Other support may take the form of support provided by co-volunteers or counseling provided by an outside body if required.

Volunteers themselves may also be the subject of an allegation of abuse. While support will be offered, Bookham SCC will ensure that the correct authorities are given all assistance pursuing any investigation.

3. Suspect of abuse by a member of Bookham volunteers

Where a Bookham SCC volunteer is suspected of abuse the following action should be taken:

- The Committee should interview the volunteer with a witness present.
- The Chairperson should make arrangements for interviewing the suspected victim. This should be done with a committee member and a support for the victim present.

- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation.
- The procedure in 2 above should then be followed.

4. Confidentiality

Confidentiality is crucial to all but the welfare of vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

5. Contact information

Allegation of the alleged abuse which occurred when the person is over 50 years old falls under the Protection of Vulnerable Adults and needs to be reported to the:

SCC Emergency Duty Team

Tel: 01483 517898

EDT PO Box 473
Guildford
Surrey
GU1 1YS

Each Borough has a separate team which incorporates different teams for the elderly, those with a cognitive, physical or sensory disability; those with a learning disability or a mental health issue.