

Aims of the organisation

The temporary relief of sickness and to promote the preservation and protection of health by providing a respite holiday in specifically adapted caravans for those living with Alzheimers and other forms of Dementia, their families, carers and support workers.

Gwennie's Getaways is separate from but runs alongside Ruddi's Retreat. The two share the caravans and work to the same objectives. The only difference being the people that they assist.

How Beneficiaries will be identified

Those wishing to apply for a holiday at Gwennie's Getaways can do so via our website www.ruddisretreat.org or our Facebook page and from referrals from the team of Admiral Nurses based at Folly Hall, Huddersfield with whom we advertise on their notice and information boards.

We also have links with

- Forget Me Not Hospice
- Age UK
- Making Space
- Kirklees Dementia Action Alliance
- Alzheimer's Society
- Sharing The Care

How the holidays will be allocated

The families will be allocated a holiday on a first come first served basis. This will be subject to space limitations and demand.

Once a family has applied to the organisation and been allocated a space at the holiday home, a letter and form will be sent to the relevant people/person (previously named by the applicant) to ensure the candidate is suitable for our scheme.

Should we be unable to accommodate a family we will refer back to the above organisations as many of them offer a similar service.

Aims of the organisation

In furtherance of the aims, but not otherwise, the Management Committee may exercise the power to:

- (i) Promote the health and wellbeing of the visitors to the area and to work together irrespective of age, sex, ethnicity, ability, religion or political view.
- (ii) Promote environmental improvement and conservation by encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- (iii) To preserve and protect the physical and mental health of those suffering Alzheimer's and other forms of dementia, their families, carers and support workers by providing a respite holiday in specifically adapted caravans and monthly support sessions.
- (iv) Publicise and promote the work of the Group and organise meetings and events etc.
- (v) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- (vi) Have in place a group of volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- (vii) Take any form of action that is lawful, which is necessary to achieve the objects of the organisation.
- (viii) Invite and receive contributions and raise funds where appropriate, to finance the work of the organisation, and to maintain the constant reconciliation of the organisations bank account.

Management of the organisation

The organisation shall be administered by a management committee of no less than five (5) people and no more than fifteen (15), who must be at least 18 years of age.

Members will be elected for a period of one year, but may be re-elected at the organisation's Annual General Meeting (AGM)

(1) Membership shall be open to anyone who has an interest in assisting the organisation to achieve its aim and is willing to adhere to the rules of the organisation.

(ii) Where it is considered membership would be detrimental to the aims and activities of the organisation, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

(iii) Any member of the association may resign his/her membership by providing the Secretary with written notice.

Officers of the organisation

The organisation shall have a committee consisting of:

- 1) The Chairperson
- 2) The Treasurer
- 3) The Secretary
- 4) 4 Trustees
- 5) Committee Members / Fundraisers

Gwennie's Getaways has the capacity to recruit various administration roles.

Meetings of the organisation

The committee shall meet at least six times a year.

Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.

All members shall be given at least fourteen (14) days' notice of when committee meeting is due to take place, unless it is deemed as an emergency. Two-thirds of committee members must be present in order for a meeting to take place. It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.

The AGM shall take place no later than six months after the end of the financial year. (31 March)

At least twenty eight (28) days' notice must be given before the meeting takes place, and any proposed resolutions by committee members should be received fourteen (14) days prior to the meeting with an updated agenda being circulated seven (7) days prior to the meeting. All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

Finance of the organisation

(i) Any money acquired by the Organisation, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Organisation.

All funds must be applied to the objects of the Organisation and for no other purpose.

(ii) Bank accounts are open in the name of the Organisation. Any deeds, cheques etc. relating to the Organisation's bank account shall be signed by at least two (2) of the following members:

Treasurer

Trustees

(iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the organisation stays within budget.

Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the organisation.

An annual financial report shall be presented at the AGM.

The Organisation's accounting year shall run from 1st April to 31st March.

Amendments to the constitution

(i) Any changes to this constitution must be agreed by a majority vote at a special general meeting, or by special resolution at the Annual General Meeting (AGM),

(ii) Amendments to this constitution or dissolution of the Organisation must be conveyed to the Secretary formally in writing.

The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

Dissolution of the organisation

The Group may be dissolved if deemed necessary by the members in a majority vote at a **Special meeting**.

However if the original elected chairperson namely Victoria Green wishes to carry the Organisation on they will be able to do so.

Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an AGM held at Broadoak Bowling Club.

Signed: Chair (Ali Waterworth)

Signed: Treasurer (Audrey Binns)

Signed: Secretary (Victoria Green)

Signed: Member (Jade Jones)

Signed: Member (Ellys Jones)

Signed: Independent person (Judith Smithies)

Constitution for

Gwennie's Getaways

In the year of our Lord

26th September 2020

