Long Covid Support Group Calderdale
Constitution

1. Name

The name of the group shall be **Long Covid Support Group Calderdale**

2. Aims

The aims of Long Covid Support Group Calderdale shall be:

To provide peer support, online and face to face, for adults in Calderdale who are living with Long Covid.

To keep members informed about Long Covid, drawing on publications, research and advice from reliable sources.

To encourage self-help to improve the lives of adults living with Long Covid

To signpost members to appropriate medical help or to other organisations offering relevant support or advice

3. Membership

3.1 Membership is open to anyone who:

- has Long Covid
- lives in Calderdale
- supports the aims of Long Covid Support Group Calderdale

3.2 **Membership will begin** as soon as membership details and permissions have been received and entered on the list of members, which will be maintained by the Secretary.

3.3 **Members may resign** at any time by writing to the Secretary.

3.4 Any **offensive behaviour**, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

3.5 Long Covid Support Group Calderdale needs to keep **personal data** about its committee and members, in order to carry out its activities. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect

people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.

4. Equal Opportunities

Long Covid Support Group Calderdale will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee shall meet as necessary, and not less than two times a year.
The Committee will consist of 3 committee members. Up to 2 additional members may be co-opted onto the Committee at the discretion of the Committee.
The officers' roles are as follows:

- **Chairperson**, who shall lead the group's work and chair the Committee's meetings
- **Secretary,** who shall be responsible for the Committee's minute taking, the list of members, and the distribution of papers
- **Treasurer** who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.
Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.
The Committee's meetings will be open to any member of Long Covid Support Group Calderdale wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
The quorum for the AGM will be 6.
At the AGM:-

- The Committee will present a report of the work of Long Covid Support Group Calderdale over the year.
- The Committee will present the accounts of Long Covid Support Group Calderdale for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
The meeting will take place within twenty-one days of the request.
All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.
All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
All money raised by or on behalf of Long Covid Support Group Calderdale is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
Any proposal to amend the constitution must be given to the Secretary in writing.
The proposal must then be circulated with the notice of meeting.
Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Long Covid Support Group Calderdale on10 November 2022.

Changes to committee membership were agreed at the AGM on 21st March 2025.

E-Signed with updated amendments

Chairperson: Donna Turner

Signed – *Donna Turner*

Secretary: Vanessa Nutter

Signed **–** *Vanessa Nutter*

Treasurer: Michael Beazley

Signed - *Michael Beazley*

Committee Members:

Charlotte Newell

Signed *Charlotte Newell*

Jennifer Dry

Signed *Jennifer Dry*