



Waltham Forest Dyslexia Association

Opening doors for dyslexics since 1989

Registered charity: 802993

CONSTITUTION

1. NAME: The name of the Association shall be THE WALTHAM FOREST DYSLEXIA ASSOCIATION

2. OBJECTS: The objects of the Association are to advance the education of persons who are Dyslexic, provide support and information, and advance the education of the public to make society more dyslexic-friendly by:

- a. Building upon partnerships and collaborative work to enable dyslexic people of all ages to reach their full potential.
- b. Supporting the needs of dyslexic children, young people and adults to help them improve their confidence, independence and well-being by providing accessible, affordable, quality services run by appropriately trained staff.
- c. Promoting and encouraging research into dyslexia by providing evidence based data to support quality services and disseminate the results thereof.
- d. Procuring and providing advice and information to the public concerning dyslexia
- e. Raising awareness of the needs of dyslexic people by holding public exhibitions, meetings and lectures.
- f. Doing all such other lawful things as may be necessary for the attainment of the said objects.

And in furtherance of such purposes, but not further or otherwise, the Association shall have the powers:

- a. To obtain, collect and receive monies and funds by way of contributions, donations, legacies, grants and any other lawful methods, and accept and receive gifts of property of any description, provided that the Association shall not undertake any permanent trading activities in raising funds for the said objects.

- b. To assist any charitable body or bodies financially or otherwise.
- c. To do all such other lawful things as may be necessary for the attainment of the said objects.

3. MEMBERSHIP: The Committee may admit to membership any person who is interested in the objects of the Association and who applies to become a member. The decision of the Committee upon any such application shall be final. Local statutory authorities and organisations having an interest in the objects of the Association may be invited by the Committee to appoint a representative from time to time to be a member of the Committee and to attend and vote at all meetings.

4. SUBSCRIPTION: All members shall pay such subscriptions at such times as the Committee shall from time to time determine.

5. COMMITTEE The general management and policy of the Association shall subject to any resolutions of the members be directed by a Committee which shall meet as often as shall be required but not less than four times a year.

The Committee shall consist of:-

- a. The honorary officers of the Association appointed under clause 6 hereof
- b. Not more than twelve members to be elected from among and by themselves at the annual general meeting
- c. The representatives of the bodies in accordance with clause 3 hereof.

In addition the Committee may co-opt any person or persons whether or not members of the Association to serve upon the Committee or any sub-committee thereof provided that the number of co-opted members shall at no time exceed one third of the total Committee.

All elected members of the Committee may retire annually but shall be available for re-election.

6. OFFICERS: The Annual General Meeting of members may elect a Chairperson, a Secretary, a Treasurer and such other officers of the Association as it may from time to time determine. It may also elect an auditor or independent examiner.

The Committee may from among its members elect such other Hon. Officers as it may from time to time determine.

7. ANNUAL GENERAL MEETING: Once in every year and at not more than at fifteen month intervals the Committee shall convene an Annual General Meeting of the Association at which all members shall be entitled to attend and vote for the purpose of:-

- a. Receiving the reports of the Committee and officers
- b. Receiving and approving the annual report and accounts of the Association.
- c. Appointing the officers of the Association
- d. Electing members of the Committee and generally making decisions as to the policy of the Association.

The Committee may at any time at their discretion and shall, upon the Secretary receiving a written request so to do, signed by not less than twenty members giving reason for the request, call a special general meeting of the members for such purpose as shall be stated in the notice of the meeting.

At such Annual or Special General Meetings the Chairperson of the Committee shall be the Chairperson or if there be none or he shall not be present, the Chairperson shall be appointed from and by the members there present.

All resolutions put to the members at such meetings shall be decided by a simple majority save where provided otherwise by these rules, of those present and entitled to vote. In the case of equality the Chairperson shall have the casting vote.

8. QUORUM:

- a. Ten members of the total number of registered members shall form a quorum at general meetings of the Association
- b. One third of the total members of the Committee shall form a quorum at meetings of the Committee.

9. MANAGEMENT: The powers and duties of the Committee shall be:-

- a. To carry out the directions and wishes of the members as contained in any resolution of a general meeting
- b. To report the Annual General Meeting and approve annual accounts for submission thereto
- c. To appoint such sub-Committee for such purposes and delegate such powers and responsibilities to such a sub-Committee as it may think fit provided that all acts and

proceedings of such sub-Committees shall be reported back to the Committee as soon as possible

- d. To co-opt members or non-members to serve upon itself and any sub-Committee for such time as it may think fit
- e. To appoint a substitute for any officer or Committee member who is unable to continue his duties through death, illness or otherwise until the next following Annual General Meeting
- f. To arrange the place and frequency of meetings
- g. To appoint persons to sign cheques and otherwise operate the Association's bank account
- h. To appoint proxies to represent it at other meetings
- i. To employ any person or persons in the service of the Association not being a member of the Committee on such terms as it may think fit.

10. FINANCE: The funds of the Association, including all donations contributions and bequests, shall be paid into an account operated by the Committee in the name of the Association, at such bank as the committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee.

The funds belonging to the Association shall be applied only in furthering the objects of the Association.

The committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- a. The keeping of accounting records for the Association
- b. The preparation of annual statements of account for the Association
- c. The auditing or independent examination of the statements of account of the Association
- d. The transmission of statements of account of the Association to the Charity Commission

11. RECORDS: There shall be kept minutes of all meetings of the Association Committee and any sub-committee.

12. DISSOLUTIONS: The Association may, by a resolution passed at a general meeting of members by not less than three-quarters of those present and entitled to vote, decide to dissolve itself. Any assets remaining upon such dissolution after satisfying the debts and liabilities of the Association shall not be distributed among the members but shall be transferred only to another charitable organisation with objects similar to those of the Association.

13. ALTERATIONS No alterations of this Constitution and Rules may be made except at a general meeting of members of which notice to the members of the intended change was given not less than twenty-one days beforehand. No alteration shall be made which would cause the Association to cease to be a Charitable Association at law.