

CONSTITUTION OF THE SAXILBY VOLUNTARY CAR SCHEME

Definitions

- a. **Scheme** means the Saxilby Voluntary Car Scheme.
- b. **User** means a resident (including temporary resident) of one of the villages of Saxilby, Broadholme or Broxholme and is over 60 years old and/or infirm.
- c. **Infirm** means a User is physically incapable of walking from their place of residence to attend a medical appointment within the three villages named above or who is unable to use public transport to attend a medical appointment located outside the three villages named above.
- d. **Medical Appointment** includes appointments at a hospital or the practice or clinic of a chiroprapist, dentist, doctor, nurse, optician, physiotherapist or the like.
- e. **Accompanying person** means a person accompanying a User when they attend their medical appointment.
- f. **Volunteer** means a person who delivers any aspect of service provided by the Scheme.

Scope of the Scheme

- a. The object of the Scheme is to transport a User between their place of residence and the location of their Medical Appointment. Normally this location will be within 20 miles radius of Saxilby. There is no obligation on the Scheme to provide transport to locations outside of this area.
- b. The vehicles used will usually be an ordinary car belonging to the Volunteer or their spouse or partner.
- c. A User must be able to enter, sit in and leave an ordinary car unaided.
- d. Accompanying Person(s) may accompany a User on a journey provided by the Scheme. Their carriage depends upon the space in Volunteer's vehicle.
- e. A User or an Accompanying Person does not include a person whose size requires the use of a child seat or booster cushion in order to permit them to travel legally in an ordinary car.
- f. A User or Accompanying Person must not need or expect the Volunteer to administer or assist with the administration of any form of medication at any time while they are acting on behalf of the Scheme.
- g. A User or Accompanying Person will not be carried if they expect they may need to receive medication, e.g. oxygen from a cylinder, while travelling to/from a Medical Appointment.
- h. Users will be charged for the transport to/from a Medical Appointment. Accompanying Persons will be carried free.

Management

- a. All the Volunteers shall be entitled to attend and vote at both Annual General Meetings (AGM) and Special General Meetings (SGM) of the Scheme. The quorum for any general meeting shall be five Volunteers.
- b. The management of the Scheme will be in the hands of three Officers, namely a Co-ordinator, Assistant Co-ordinator and a Treasurer. Together they will form a Management Committee (MC).
- c. Each Officer must be a Volunteer. Each Officer will serve for a period of one year and will be then be re-elected at the AGM by a simple majority of the Volunteers present. Where an Officer resigns prior to the AGM, a replacement Officer shall be elected by simple majority of the Volunteers present at a SGM.
- d. SGMs may be called by the Officers or in response to a written request from two or more Volunteers to one of the Officers.
- e. All Volunteers must be given at least 7 days notice of the holding of any AGM or SGM.

This constitution adopted at first AGM on 25 March 2008

- f. Operating Procedures for the Scheme may be developed by the MC and approved by an SGM or AGM.

Finance

- a. The Scheme shall have a bank account, for which at least three Officers shall be nominated as signatories. None of the 3 nominated signatories should be related or live at the same address.
- b. The Treasurer, on behalf of the MC, is responsible for the up to date keeping of all financial transactions and for the preparation of a financial report to be presented at all committee meetings and an annual statement of accounts to be presented at the AGM of the Scheme and audited by an independent accountant or examiner
- c. The Officers may make copies of these accounts available to any public bodies that provide financial support for the operation of the scheme.
- d. The Scheme may:
 - Raise funds by any lawful means except permanent trading,
 - Invest monies in a prudent manner, and
 - Accept gifts and apply for grants consistent with the scope of the Scheme.
- e. No Volunteer may be a paid employee of the Scheme. Volunteers may receive reasonable expenses properly incurred while acting for the purpose of the Scheme.

Powers

- a. This constitution can be amended only by a motion passed by a simple majority vote of Volunteers present at a General Meeting.
- b. The Scheme can be dissolved only by a motion passed by a simple majority vote of Volunteers present at a General Meeting.
- c. If, at a General Meeting, a motion to dissolve the Scheme is passed, the Officers shall settle all outstanding debts and the remaining assets shall be handed to Saxilby Parish Council for disposal.