

**CONSTITUTION
OF THE FRIENDS OF
CHELMSFORD CITY
“HEART AND SOLE”
WALKING FOR HEALTH
SCHEME**

CONSTITUTION FOR THE
FRIENDS OF THE CHELMSFORD CITY HEART AND SOLE
HEALTHY WALKING PROGRAMME

This Constitution is for the Chelmsford's Heart and Sole walking scheme as part of the National Walking For Health programme. This Constitution shall be called the "Friends of Heart and Sole" Walking for Health scheme hereinafter called Heart and Sole.

OBJECTIVES

The object of Heart and Sole is to promote, by the use of Volunteers, the encouragement of improvements in health, mental ability and socialising by offering a series of free walks of a duration of up to but not exceeding ninety minutes in the areas of Chelmsford City. Each of the walks, risk assessed, will be accompanied by at least two trained "Walk Leaders". Administration of the scheme is currently provided by members of the Friends of Heart & Sole committee.

The Department of Health has recognised the health benefit that can accrue through a regular walking regime and has appointed the National Ramblers Association to host the scheme providing advice, training, insurance and accreditation. The current National Database organised by Natural England and adopted by the Ramblers Association would continue to provide a secure facility of membership and statistical analysis.

Additional special walks could be introduced during any year. These can include invitations to participate in sponsored walks, evening hikes, orienteering exercises and interesting venues.

POWERS

In order to achieve the objectives of Heart and Sole, the Committee shall have the power:

- 1) To seek to raise funds, receive grants and donations and to apply these funds to carry out the tasks for the successful operation of Heart and Sole activities. These activities could include working with Chelmsford City Council but not limited to the use of offices, meeting rooms, IT facilities, postage and facilities for printing, stationery and possible First Aid Training for Walk Leaders.
- 2) To hire a professional to assist with various activities, providing sufficient funds are available.
- 3) To provide a communication facility for walkers, to hold regular meetings, to issue periodic newsletters, to organise events and to hire/purchase equipment/halls, utilising where possible the facilities of the Internet.
- 4) To continue to work in partnership with various Health Organisations such as The Ramblers, Walking for Health Volunteer Services and the City Council.
- 5) To carry out anything else that is within the Laws of England and Wales to meet the objectives of the Heart and Sole walking programme and consider registration as a Charity.

MEMBERSHIP

Free membership shall be offered to all walkers held on the current registers and extended to all new individuals who wish to improve their personal health, and to those individuals who have been recommended by their Health Professionals to partake in the scheme. All children under the age of 16 shall be accompanied by a parent or guardian.

All members will be expected to complete a Walk Registration Document, to provide authority for contact and record contact details. Updates to this document will be required from members who experience a change to their circumstances. Details will be entered on the National Walking for Health Database which will provide statistical information to the Government's Department of Health. The data input and access to this register shall be restricted to comply with the General Data Protection Regulation (GDPR) and once recorded, the paper copies shall be shredded for security reasons.

Members shall be provided with the opportunity to participate in all nominated walks within the area and appropriate individuals shall be provided with the opportunity to train as Walk Leaders and receive First Aid training to the requirements of Walking for Health.

Members shall be canvassed to appoint Committee members to manage the operation of the scheme.

Members shall be invited to regular meetings, held to provide communications from the Committee.

Members who fail to walk for a period of six months shall be deemed as being inactive and transferred to the inactive walking register but would be asked if they wish to remain as members (for example due to health or a change of circumstances).

Members who, by their actions, put the scheme into disrepute, shall have their membership revoked by committee decision.

EQUAL OPPORTUNITIES

Heart and Sole shall not discriminate on the basis of ethnicity, religion, gender or disability (but not including blindness and deafness for safety reasons). All individuals who seek to become members shall be given equal opportunities to participate in the scheme without question and we shall seek to encourage those of poor health that their involvement will provide health benefits, although Volunteer Walk Leaders are not necessarily Health Professionals.

TRAINING

Trainees will be certified by Cascade Trainers who themselves are trained by the National Walking for Health programme. This training shall be at no cost to the volunteers and refresher courses shall be offered every two years. The coordinator shall arrange suitable venues for the training.

Additionally, all Volunteer Walk Leaders can be offered First Aid Training to give them the ability to deal with minor incidents during the walks.

MANAGEMENT COMMITTEE

A Management Committee under the designation of “Friends of Heart and Sole” shall be appointed to manage the scheme and make decisions for the benefit of the walkers. Members of the Committee shall be appointed from the walkers and volunteer Walk Leaders.

The Committee shall comprise up to ten members, the appointed members being registered members of Heart and Sole. Corporate employed Officers and the City Council Coordinator shall be offered Honorary positions on the Committee with voting rights. The Chairperson shall be appointed by rotation and the Committee shall decide on the duration of terms of office, however not exceeding 3 consecutive years.

In the event of resignations, the remaining Management Committee shall elect replacements from its numbers or call an EGM.

The Management Committee shall consider the introduction of a website to assist in communication with members. Location and details of all walks, as well as links to National and Regional Walking for Health programmes, shall be provided on this site.

OFFICERS

The Executive Committee, comprising a Chairperson, a Treasurer and a Secretary, will be voted in at the AGM.

The Executive Committee shall have the right to co-opt additional committee members to provide additional skills and experience.

All Officers and co-opted members shall be required to actively pursue all avenues of funding for the benefit of the scheme.

MEETINGS

Regular meetings shall be held of the Management and Executive Committees and shall be not less than three meetings a year and, if possible, held before the meetings of the Volunteer Walk Leaders.

It will be necessary to hold quarterly meetings with Volunteer Walk Leaders to formulate the rotas for the next quarter. These meetings shall be held at suitable venues arranged by arrangement with the City Council and the Coordinator.

There shall be an Annual General Meeting for all registered members at which independently examined Accounts shall be presented, statistical analysis of the success or otherwise of the Group’s activities and the election or re-election of committee Members and Officers.

General Meetings shall be called if there is a requirement to consider proposals for changes to the Constitution. Such changes shall require a majority vote of registered members present at the meetings

Agendas shall be provided at least ten working days before the Meeting.

Extraordinary meetings may be called if at least 20 of the Registered Walkers and Volunteer Walk Leaders request the Management Committee to convene such a meeting, Propositions for inclusion in this Agenda of the meeting shall be provided in writing to the Secretary at least three weeks before the date of the meeting.

FINANCE

The Friends of Heart and Sole, a non-profit making scheme, shall open a bank account in the name of the organisation. The Signatories of cheques shall be the Chairperson, Secretary and the Treasurer, from which two names shall be required. All monies and property shall be used only for the purposes of delivering the objectives of Chelmsford Heart and Sole. All transactions accompanied by Invoice or Purchase Order shall be approved by the committee before cheques are signed.

The Treasurer shall maintain a record of all transactions for income and expenditure and maintain a register of Assets. These shall be presented as independently examined accounts to the Annual General Meeting.

INSURANCE

The Management Committee shall seek to arrange adequate Liability Insurance to cover Volunteer Walk Leaders if required.

DISSOLUTION

An Extraordinary meeting shall be called to determine what actions should be taken to accept any termination.

In the event that it is decided at an Extraordinary meeting to close down the activities of the Heart and Sole Walking scheme, the Management Committee shall dispose of all assets of the Group and realise all debts and payments. All surplus funds shall be paid to local charities with similar purposes as determined by the Executive Committee.

Signed this day by the representatives of the Friends of Heart and Sole as acceptance of this Constitution.

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Chair

Secretary

Treasurer

Date.....