

**CONSTITUTION OF THE  
LEICESTERSHIRE and RUTLAND PANEL  
OF REMAP**

**1. Name of Panel**

The Panel shall be known as “REMAP – Leicestershire and Rutland Panel”.

**2. National REMAP constitution**

If any conflict shall arise between this constitution and the constitution of REMAP then the latter shall take precedence.

**3. Objectives**

Operating within the general objectives of REMAP - Registered Charity No.100456, the objectives of the Panel shall be:-

- a) The design, construction and subsequent maintenance of technical aids for disabled persons in cases where suitable aids are not apparently available from other sources.
- b) To disseminate information regarding other sources of advice about technical aids.
- c) To promote liaison between professional and vocational engineers and carers.

**4. Membership**

- a) Membership shall be open to all persons wishing to contribute towards any or all of the Objectives.
- b) An individual is deemed to be a Member of the Panel when he/she is accepted as such at an Ordinary Meeting of the Panel.
- c) An individual shall continue to be a Member until he/she chooses not to be, or the majority of Members voting at a General Meeting of the Panel declares the individual no longer to be a Member.

**5. Officers**

The officers of the Panel shall be:-

- a) A Chairperson, who shall be responsible for the running of the Panel Meetings and dealing with all formal correspondence to and from the Panel. The Chairperson shall also assume the duties of the Honorary Secretary and Publicity Officer in the event of their absence or non-appointment.
- b) An Honorary Treasurer, who shall be responsible for all financial matters associated with the Panel.
- c) An Honorary Secretary who shall be responsible for recording, reproducing and circulating the Minutes of Meetings.
- d) An Honorary Publicity Officer who shall be responsible for promoting the activities

of the Panel for the sole purpose of recruiting new Members and new Clients.

- e) An officer may serve for indefinite period subject to formal re-election at each Annual General Meeting.

## **6. Meetings**

- a) There shall be at least six Ordinary Meetings of the Panel per year to consider Referrals and any other relevant business.
- b) In addition there shall be an Annual General Meeting of the Panel, preferably during November, at which
  - I. Officers shall be elected.
  - II. The Panel's performance during the year shall be reviewed.
  - III. A Financial Statement shall be received and accepted.
  - IV. Any alteration to Working Procedures and/or Rules for reimbursement of expenses shall be considered for ratification.
- c) An Extraordinary General Meeting may be convened by the Chairperson to discuss any matter considered too urgent to wait for the next Annual General Meeting.
- d) At least three weeks' notice shall be given of any General Meeting.
- e) A Quorum at an Ordinary Meeting shall consist of at least two Members at least one of whom must be an Officer.
- f) A Quorum at a General Meeting shall consist of at least one Officer and five other Members.

## **7. Working Procedures**

A separate document details the procedure for dealing with Referrals.

The Working Procedures may be amended by a majority vote at an Ordinary Meeting and shall become effective immediately, subject only to subsequent ratification at a General Meeting.

## **8. Finance**

- a) The Hon. Treasurer shall maintain such accounts at Banks and/or Building Societies which an Ordinary Meeting of the Panel agrees to be necessary and appropriate.
- b) The signatures of the Hon. Treasurer and one other Officer shall be required to draw cash or cheque(s) from any of the Panel's accounts.
- c) The Hon. Treasurer is authorised to accept voluntary contributions and donations towards the Panel's expenses.

- d) The disabled person for whom the technical aid is devised shall not be charged for the work, nor any other levy imposed on any person or body which would compromise the charitable status of the Panel, or in any way cause the Panel to seem to be trading. No member of the Panel shall receive financial reward for their work.
- e) The Hon. Treasurer shall present a financial statement at each Annual General Meeting.
- f) A separate document details the procedure for dealing with reimbursement of Members' expenses entitled "Rules for reimbursement of Expenses of Panel Members". This document may be amended at an Ordinary Meeting and shall become effective immediately, subject to subsequent ratification at a General Meeting. The document shall include for reimbursement of the Chairperson's expenses.

## **9. Amendments**

- a) Any part of this Constitution may be amended at a General Meeting subject to 8c) below.
- b) No change to this Constitution may affect the Panel's charitable non-trading status.
- c) No alteration to the Objectives of the Panel may change the general field of the Panel's activities, namely, the provision of technical aids for disabled persons.

## **10. Dissolution**

- a) The Panel may be dissolved by a majority vote at a General Meeting.
- b) All funds remaining after dissolution shall be made over to REMAP together with suggestions for their future use.