

Draft Constitution

Name	Bon Accord Access Panel
Objects	<p>a) To comment and advise on developments to the built environment and all aspects of public services with particular regard to issues relevant to people experiencing any type of disability.</p> <p>b) To address any issues relating to disability brought to the attention of the Panel either directly or in conjunction with other relevant organisations either voluntary or statutory.</p> <p>c) To work with other organisations, both voluntary and statutory, to further the interests of people with disabilities to co-operatively address any relevant disability issues.</p>
Powers	<p>a) To ensure that all necessary insurance cover is in place</p> <p>b) To liaise with voluntary and statutory bodies in furtherance of the activities of the Panel.</p> <p>c) To seek specialist advice where appropriate.</p> <p>d) To pay reasonable out of pocket expenses for volunteers for duly authorised activities.</p>
Structure	<p>a) Membership will be open to anyone with experience of or an interest in any aspect of disability. Efforts will be made to maintain participation by individuals representing the interests of people with a wide range of disabilities.</p>

- b) A Management Committee to consist of a minimum of 5 members being Chair, Vice Chair, Secretary, Treasurer and at least 1 other member.
- c) A quorum, consisting of 3 duly elected committee members, is required for any decision.
- d) The Committee will be elected annually at a general meeting with office bearers elected by the committee members from their own number.
- e) Individuals with specific expertise or interest may be co-opted to serve on the Committee for a specific period or project.
- f) Additional members may be co-opted by agreement of a majority of the Committee members.
- g) Any member with a personal interest in any topic for discussion must declare their interest prior to taking part in said discussion. Their inclusion in discussion of that topic thereafter to be agreed or disallowed by majority decision of the Committee.

- Administration**
- a) Records of all meetings will be kept and presented for approval at the following meeting of the Committee.
 - b) Regular reports will be presented to Aberdeen City Disability Advisory Group and, where appropriate to other voluntary or statutory bodies.
 - c) An Annual Report by the Chair detailing activities and by the Treasurer of the financial records for the previous year will be submitted for approval to an open meeting every year at which the Committee will also be elected.

d) Appropriate reports, both of activities and financial position to be submitted annually to SDEF by the date required by them.

Financial

a) An appropriate bank account to be opened providing cheque book, debit card and internet banking facility to be opened.

b) Signatories to bank account are to be all 4 office bearers with payments authorised by any 2.

Miscellaneous

An interim committee to establish the organisation with the composition of that committee to be reviewed after 6 months.

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