

RULES OF THE SALFORD CROSSROADS CARE ATTENDANT SCHEME

Name 1. The name of the Scheme is Salford Crossroads Care Attendant Scheme.

Objects 2. The Scheme is established for the public benefit for the following objects:-

(i) to relieve in Salford

(a) the condition of physically or mentally disabled persons suffering from paraplegia, tetraplegia, multiple sclerosis or other chronic and disabling condition or illness by the provision of home Care Attendants for such persons to assist the families or persons responsible for the care of such persons, or

(b) at the discretion of the Management Committee to provide such home Care Attendants for such disabled persons living alone.

In furtherance of this object and for the purpose of the management of the Scheme but not further or otherwise the Scheme shall have the following powers:-

(A) To provide home care for such disabled persons in whose household a breakdown or other failure has occurred with a view to avoiding their being admitted to hospital or residential care.

(B) To employ on a full or part-time basis approved home Care Attendants (hereinafter referred to as The Attendants) who shall visit families looking after disabled persons for the purpose of alleviating the stress under which the families find themselves and give all possible assistance to disabled persons.

(C) To supplement and complement not to replace existing statutory services and to co-operate with statutory authorities and voluntary organisations having similar objects

(D) To monitor and improve the function and the nursing and domestic duties of the Attendants which duties are for convenience but without intending to restrict the Scheme in the interpretation of the role of Attendants in order to ensure proper and adequate care of the beneficiaries set out as follows:-

Nursing

(i) Bathing in bed/bathroom/chair.

(ii) Care of pressure areas, to prevent sores.

This includes turning a paralysed person at specified intervals when in bed and helping them to change position when up in a chair.

(iii) Toilet of hair, nails, mouth and feet. Care of eyes and nose in tetraplegics.

- (iv) Assisting with the training and care of bowels and bladder and with the management of incontinence.
- (v) Making beds and changing linen when required.
- (vi) Dressing and undressing disabled persons.
- (vii) Helping in and out of bed and/or wheelchair with hoist if necessary.
- (viii) Feeding a disabled person who has upper limb paralysis.

Duties - Domestic

- (i) Keeping the disabled person's room clean and tidy.
- (ii) Cooking and preparing meals for the family.
- (iii) Essential laundering.
- (iv) Essential shopping if required. Receipts for all purchases should be obtained whenever possible.

(E) To provide and furnish and fit out with all necessary furniture and other equipment and maintain and manage such buildings and other premises necessary for the purpose of the Scheme.

(F) To employ all such Officers and servants necessary for the purpose of the Scheme.

(G) To purchase or otherwise acquire lands for any estate or interest.

(H) Subject to such consents as may be required by law to raise money for any of the above purposes by mortgaging or charging all or any such property as may legally be mortgaged or charged with capital sums or with terminable annuities for lives or years.

(I) To accept subscriptions and donations (whether of real or personal estate) and devises and bequests for all or any of the purposes aforesaid and subject to such consents as may be required by law to sell and dispose of lease and accept surrenders of leases and manage all real estate (including leaseholds) so received and not required to be or capable of being occupied for the purpose of the Scheme and generally to manage invest and expend all moneys belonging to the Scheme.

(J) To invest the moneys of the Scheme not immediately required for its purposes in or upon such investments securities or property as may be thought fit subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

(K) To promote the charitable objects of the Association of Crossroads Care Attendants Schemes Limited.

(L) To do all such other things as are necessary for the attainment of the above objects or any of them provided that:-

- (i) In case the Scheme shall take or hold any property which may be subject to any trusts the Scheme shall only deal with or invest the same in such manner as allowed by law having regard to such trusts.

(ii) In case the Scheme shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales the Scheme shall not sell mortgage charge or lease the same without such authority approval or consent as may be required by law and as regards any such property the Committee of Management or Governing Body of the Scheme shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts receipts neglects and defaults and for the due administration of such property.

Membership 3 (a) Any person or institution (as hereinafter defined) shall be admitted to membership upon receipt by the Secretary of the Scheme of a signed application in writing in a form to be approved by the Committee stating that such person or institution as the case may be approves the objects and general principles and aims of the Scheme as hereinbefore set out unless the Committee shall within six weeks of such receipt decide that in their views (which decision shall be final) the admission of the applicant to membership would be prejudicial to the interests of the Scheme.

(b) For the purposes of these rules 'institution' shall mean any incorporated or unincorporated body and an institution which will become a member of the Scheme shall be known as a 'corporate member'. Save where otherwise provided the expression 'member' shall in these rules include a 'corporate member'.

(c) Each corporate member shall pay a subscription of not less than £5 in any financial year and each individual member shall pay a subscription of not less than £1 in each financial year.

(d) Each corporate member shall at meetings of the members of the Scheme have the right to be represented by not more than two persons who it may from time to time appoint and for the purpose of voting at meetings and constituting a quorum thereat every duly appointed representative of a corporate member shall be counted as one member.

(e) A member shall cease to be a member if

- (i) such member's subscriptions shall not be paid within one month after the end of the financial year unless the Committee shall in their absolute discretion otherwise decide or
- (ii) if guilty of such conduct as in the opinion of the Committee shall be at variance with the objects and principles of the Scheme or be prejudicial to the interests of the Scheme.

(a) A General Meeting of the Scheme shall be held within six months of the end of each financial year at such time and place as the Committee shall determine. Such meetings shall be the Annual General Meeting. All other General Meetings shall be known as Special General Meetings. A Special General Meeting may be called by the Committee at any time and shall

be called by them upon receiving a request in writing signed by not less than ten members and stating the reason for the request.

(b) At least twenty-one clear days notice in writing specifying the time and place of every General Meeting and the nature of the business to be transacted shall be posted to every member but the accidental omission to give or the non-receipt of such notice by any member shall not invalidate any proceedings of the meeting.

(c) The business of the Annual General Meeting shall be as follows: -

- (i) To receive and consider the Annual Report of the Committee upon the work of the preceding year
- (ii) To receive and consider the Annual Accounts duly audited
- (iii) To appoint the Auditors
- (iv) To elect the officers and members of the Committee
- (v) To transact any other business of which notice has been given in writing to the Secretary ten days before the meeting.

Committee 5 (a) The Officers of the Committee shall be the Chairman a Vice Chairman and an Honorary Secretary and an Honorary Treasurer.

(b) The management of the affairs of the Scheme and the property of the Scheme shall be vested in a Committee which shall consist of the Officers of the Scheme five elected members and of such other persons not exceeding three as shall be appointed under the provisions in that behalf hereinafter contained.

(c) A new Committee shall be elected at each Annual General Meeting of the Scheme but retiring members of the Committee shall be eligible for re-election.

(d) Each member of the Scheme may nominate persons being individual members or representatives of corporate members to each office and as other members of the Committee, all such nominated persons must have signified their willingness to act. Any person who is at the date of nomination a duly appointed representative of a corporate member shall be eligible for election as an officer or a member of the Committee.

(e) The Committee may appoint not more than three persons whether members of the Scheme or not to be a member of the Committee and may also appoint any member (other than a corporate member) to be a member of the Committee to fill a casual vacancy among the officers or elected members of the Committee. Any person appointed a member of the Committee under this sub-paragraph shall hold office only until the next following Annual General Meeting but shall be eligible for re-election.

Quorum and 6 (a) The quorum at any General Meeting shall be eight members and at any meeting of the Committee shall be four members of the Committee.

Constitution (b) The Chairman of the Committee or in his absence the Vice Chairman or in his absence the Secretary or in his absence the Treasurer shall

preside at all General Meetings and Meetings of the Committee. If none of such Officers shall be present and willing to act the Meeting shall elect its own Chairman from members of the Committee present.

(c) In the case of an equality of votes the Chairman shall have a second or casting vote.

Finance 7

(a) Proper books of account shall be kept by the Honorary Treasurer under the supervision of the Committee.

(b) The accounts of the Committee for the financial year which will end on the 31st March in each year shall be audited by one or more persons who are not members of the Committee appointed by the Annual General Meeting in each year or in default of such appointment or in the case of a vacancy occurring during any year appointed by the Committee and a copy of the audited accounts shall be sent within fourteen days of the same being received from the Auditor by the Secretary or Treasurer of the Scheme to the Registered Office of the Association of Crossroads Care Attendant Schemes Limited.

(c) The funds of the Scheme unless impressed with a trust for any particular purpose shall subject as provided herein be under the sole and absolute control of the Committee and shall be available at the discretion of the Committee for promoting the objects of the Scheme in such manner as the Committee may determine.

Banking 8
Account

All sums collected shall be handed over to the Treasurer who shall pay the same into a Bank Account in the name of the Scheme at the Bolton Branch of the National Westminster Bank. Cheques shall be signed by any two out of four agreed signatories nominated by the Committee.

Membership 9
of the
Association
of Crossroads
Care Attendant
Schemes Ltd.

The Committee shall nominate two members of the Scheme to become members of the Association of Crossroads Care Attendant Schemes Limited and shall authorise the Secretary of the Scheme to give notice in writing to the said Association of the full name and address of the persons so nominated. In the event of a vacancy howsoever occurring the Committee shall as soon as reasonably practicable nominate a replacement as a member of the Association and shall authorise the Secretary to give notice as aforesaid.

Dissolution 10

The dissolution of the Scheme may be affected by a resolution passed by a majority of not less than two thirds of the members who are present and vote at a Special General Meeting convened for that purpose. In the event of the dissolution of the Scheme any property or cash remaining after the satisfaction of all debts and liabilities shall not be distributed amongst the members but shall be given or transferred to the said Association of Crossroads Care Attendant Schemes Limited or such other charitable institutions or institutions having objects similar to the objects of the Scheme.

Alteration of Rules 11 These rules other than Rules 2, 9, 10 or 11 may be altered repealed or added to by resolution passed by a majority of not less than two-thirds of the members who are present and vote at a General Meeting convened for that purpose. Rules 2 and 9 may only be altered with the consent or at the direction of the Executive Committee for the time being of the said Association of Crossroads Care Attendant Schemes Limited or such other body whether incorporated or unincorporated acting in succession thereto PROVIDED ALWAYS that no amendment to any of these Rules shall cause the Scheme to cease to be a Charity at law.