

# CONSTITUTION of THE ISLE OF WIGHT PROSTATE CANCER SUPPORT GROUP

A small charity

8 iv was added at the 2014 AGM and agreed by members.

Amendments to the Finance section (8) were made and agreed at the 2017 AGM

## 1. NAME

The Charity's name is 'The Isle of Wight Prostate Cancer Support Group'

## 2. THE PURPOSES OF THE CHARITY ARE:-

- i) To provide non-medical support to local Prostate cancer patients, their families and carers; raising awareness of Prostate cancer and it's treatment; and planning activities to create opportunities where this can take place.
- ii). To provide a regular forum for Prostate cancer patients, their families and carers, to discuss one-to-one or openly, their experiences of the cancer and their treatment; further to discuss generally the cancer services provided on the Island and on the mainland.
- iii). To provide a direct link between service providers, those commissioning services and patients, their families and carers.

## 3. TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

## 4. CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- i). Receive funds, receive grants and donations
- ii). Apply funds to carry out the work of the charity
- iii). Co-operate with and support other charities with similar purposes
- iv). Do anything which is lawful and necessary to achieve the purposes

## 5. MEMBERSHIP

- i). The charity shall have a membership ***comprised of patients, their families and carers, and people who support the work of the charity.*** Persons who qualify, or who have an interest in the charity and are aged 18 and over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

ii). The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

## **6. ANNUAL GENERAL MEETING -AGM**

i). The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

ii). There must be at least 15 (fifteen) members present at the AGM

iii). Every member has a vote

iv). The trustees shall present the annual report and accounts

v). Any member may stand for election as a trustee.

vi). Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election. Elections for Chair, Treasurer and Secretary, will be made by majority decision.

## **7. TRUSTEE MEETINGS**

i). Trustees must hold at least 3 meetings each year. At their first meeting they will elect officers, if this has not occurred at the AGM. Trustees may act by majority decision.

ii). At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept of every meeting.

iii). If trustees have a conflict of interest they must declare it and leave the meeting while the relevant matter is being discussed or decided.

iv). During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

v). The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

## **8. MONEY and PROPERTY**

i). Money and property must be used for the charity's purposes.

ii). Trustees must keep accounts. These should be externally and independently validated, for this purpose \*appendix A should be used. \*Appendix A is an A4 form provided by the Charity Commission. The most recent annual accounts can be seen by anybody on request.

iii). Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

iv). Other dispersals (all to be agreed by the Trustees in advance) to be paid, e.g.

- Payment of travel expenses to visiting speakers as necessary
- Payment for refreshments at UCWeCare meetings.

- Purchase of gift token / floral acknowledgements etc. as required.

v). Money must be held in the charity's bank account. All cheques must be signed by one of the two designated trustees.

vi). The Group will annually calculate a figure from its funds to be donated either to a local project, which will enhance the experience of care for Urology patients, and/or to Prostate Cancer Research'.

## **9. GENERAL MEETINGS**

i). If the trustees consider it necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept. Trustees may also call a General Meeting to consult the membership.

ii). Winding Up: any property or money remaining after payment of debts must be given to a charity with similar purposes to this one.

iii). Changes to the Constitution: can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

## **10. SETTING UP THE CHARITY**

This constitution was adopted at the AGM on April 19<sup>th</sup>. 2012, by the members.