

The Charities Acts. 1985.1989. 1993 & 2006
Charity Registration Number: 1108384

CONSTITUTION OF THE
NORFOLK & WAVENEY PROSTATE CANCER SUPPORT GROUP

(Issue 7— Incorporating amendments to Clause 8.4 as approved by a unanimous vote of the registered membership present at the 12th Annual General Meeting held at the Norfolk & Norwich University Hospital on the 20th. April 2016).

1. TITLE

The name of the organisation shall be the “Norfolk & Waveney Prostate Cancer Support Group” hereinafter called “the Charity”.

2. ADMINISTRATION

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this Constitution by the members of the Executive Committee, constituted by Clause 6 of this Constitution. (“Committee and Honorary Officers”).

3. OBJECTS

The Charity’s objects are:

- 3.1 The relief of persons affected by Prostate Cancer, their carers and families, residing in the Norfolk & Waveney areas, by providing information, advice and support.

4. POWERS

In furtherance of the Objects of the Charity, but not otherwise, the Executive Committee may exercise the following powers:

- 4.1 Power to provide opportunities for all members to support each other, their carers, and others in the Norfolk & Waveney areas, affected by the disease, as a personal and complimentary service to that offered by the medical profession, by sharing experiences with treatments currently available;
- 4.2 Power to raise funds and to invite and receive contributions to be able to carry out its aims, providing that in raising funds, the Executive Committee shall not undertake any substantial permanent trading activities, and shall conform to any relevant requirements of the law;
- 4.3 Power to buy, take on lease, or in exchange, any property necessary for the achievement of the objects and to maintain and equip it for use;
- 4.4 The Executive Committee will have the power, subject to any consents required by law, to sell, lease, or dispose of all or any part of the property of the Charity;
- 4.5 Power, subject to any consents required by law, to borrow money and to charge all or part of the property of the Charity with repayment of the money so borrowed;
- 4.6 Power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payments of pensions and superannuation for such staff and their dependents;
- 4.7 Power to co-operate with other Charities, voluntary bodies, and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- 4.8 Power to establish or support any charitable trusts, associations, or institutions formed for all or any the objects;
- 4.9 Power to appoint and constitute such advisory committees as the Executive Committee may think fit
- 4.10 Power to do all such other lawful things as are necessary for the achievements of the objects;

- 4.11 To make available information and literature on the disease, and details of locally available resources. Many new sufferers will be anxious for information that they may wish to consider in private, but may not know the most frequently asked questions (FAQ5), be too embarrassed to ask for more information, or may not have access to the internet;
- 4.12 The Charity will help to raise the awareness of prostate Cancer issues, both locally and nationally, and to address the questions of a mass screening/assessment programme and counselling;
- 4.13 The Charity will give priority to self-support for cancer sufferers by promoting social activity, and providing time for this at every members and open meetings;
- 4.14 The Charity will adhere to the following good practices:
- To define clear aims and objectives.
 The Charity will be run to meet members' needs, in a clear and accountable manner. Helpers and volunteers will be supported, and trained as necessary.
 Strict confidence will be recognised, and observed in all individual cases. All individual discussions will be approached with sensitivity.
 The Charity will provide accurate and factual information, **but cannot give medical advice or make medical recommendations**, these being the province of the medical profession and social services.
 Support will be offered in cases of loss, giving time and space to talk about fears and grief.
- 4.15 The Charity will work in close and informal co-operation with Hospital and Medical professionals and staff.

5.0 MEMBERSHIP

- 5.1 Individual membership shall be open to any individual who may be affected by or with Prostate Cancer, or members of his family or friends, or who is having or who has had treatment for Prostate Cancer, or who is a carer for a person with Prostate Cancer, or who is a professional involved with the diagnosis, treatment, or research into Prostate Cancer.
- 5.2 Honorary members and a Patron may be elected in a non-voting capacity, and may attend the AGM.
- 5.3 Every member shall have one vote.
- 5.4 Membership shall be free.

6.0 COMMITTEE AND HONORARY OFFICERS

- 6.1 At the Annual General Meeting of the Charity, the members shall elect from among themselves a Chairman, a Vice-Chairman, a Secretary, and a Treasurer who shall hold office from the conclusion of that meeting, and who will form the Executive Committee of the Charity, together with not more than **twelve** additional elected Committee members. From these Committee members will be appointed a Publicity/Press Officer, an Information Technology Officer (Website), a Membership Secretary, a Welfare Officer, an Editor, a Social Secretary, and others who may be required from time to time.
- 6.2 A President may be elected by a majority vote of the AGM if this is the wish of the membership.
- 6.3 In the event of insufficient members offering themselves for election to the Committee, the Committee may co-opt individuals by a majority vote of the Committee. The number of co-opted members shall never exceed one third of the Executive Committee.

- 6.4 Elected Officers and Committee Members shall hold office for a term of one year, after which they may offer themselves for re-election for a further period of one year.
- 6.5 The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number.
- 6.6 No person shall be elected to the Committee under the age of 18 years.
- 6.7 A member of the Committee shall cease to hold office in the event of:
 - Inability to continue by reason of ill-health.
 - Has been unable to attend any Committee Meeting during a period of six months.
 - Notifies to the Executive Committee a wish to resign, but only if at least four members of the Committee remain in office until the next AGM.

7.0 ANNUAL GENERAL MEETING OF THE MEMBERSHIP

- 7.1 The AGM will be held during April of each year, for which at least 21 days prior notice shall be given, together with an agenda.
- 7.2 The Chairman, or in his absence the Vice-Chairman shall preside, or in the absence of both, a chairman of the meeting shall be elected by the meeting.
- 7.3 A quorum shall consist of the Chairman, or Vice-Chairman, two officers, and three members.
- 7.4 Reports shall be presented from the Chair, the Secretary, and the Treasurer, and the auditor. Officers unable to attend shall submit a written report to the Chairman before the meeting.
- 7.5 Election of the Committee, as defined in para. 4.1 above shall take place, with nominations submitted in writing or from the floor, subject to the nominee's agreement.
- 7.6 Approval shall be given to the appointment of Bankers and Auditors, who shall be independent of the Charity.
- 7.7 Any other business, to be received in writing by the Chairman from any member at least 10 days before the AGM.
- 7.8 Each member present shall have one vote on each motion put to the AGM. A resolution will require a simple majority. In the event of equal votes, the Chairman will have the casting vote. All votes shall be taken on a show of hands by members present, unless the meeting decides otherwise.

8.0 MANAGEMENT COMMITTEE PROCEEDINGS

- 8.1 The Management shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and twelve members elected at the AGM.
- 8.2 The Committee may appoint any sub-Committee if and when necessary.
- 8.3 Any sub-Committee shall report to the Management Committee, who will give it terms of reference.
- 8.4 Committee meetings will be held a minimum of four times each year, and will be chaired by the Chairman or Vice-Chairman, or in their absence, by another Officer of the Committee with the approval of the remaining Committee Members.
- 8.5 A quorum will consist of the Chairman or Vice-Chairman, Two Officers, and three Committee Members.
- 8.6 Every matter shall be decided by a majority of votes of the Committee. In the event of equal votes, the Chair will have the casting vote.
- 8.7 The Secretary, or in his absence another Officer, shall keep minutes of the AGM, and the proceedings of each Committee and sub-Committee in a book specified for the purpose, to be signed off as a true record at each subsequent meeting.

- 8.8 The Charity may appoint representatives to other organisations, to which it may or may not be affiliated.

9.0 FINANCE

- 9.1 The Charity's accounts shall run from ^{1st} April to ^{31st} March each year.
- 9.2 All monies shall be administered by the Treasurer who will pay incoming monies into a Bank account held in the name of the Charity, and shall arrange, in consultation with the Committee, for the proper investment of any available balance. The Treasurer shall account to the Committee for all monies.
- 9.3 The funds belonging to the Charity shall be applied only in furtherance of the aims of the Charity.
- 9.4 The Treasurer shall prepare and present an annual statement of accounts at the AGM.
- 9.5 The Treasurer shall arrange the annual independent audit of the statement of account prior to the AGM, if a mandatory requirement.
- 9.6 Any withdrawals from the Charity's Bank account shall be against the signatures of two of the following:
Treasurer .Secretary. Chairman, or any other Officer as may be required by the rules of the Bank.
- 9.7 Expenses (This Clause amended at Issue 3).
- 9.7.1 Travelling expenses shall be available for Committee Members travelling on the Charity's business, (and for other members), by application to and agreement by, the Committee as follows:
- Car: at mileage rates, as published by HMRC.
- Rail and other fares, for Committee Members travelling on the Charity's business, on production of receipts at the most economical rates.
- 9.7.2 Other expenses shall not be usually available for Committee Members, except in special circumstances on application to the Treasurer, for Committee approval against receipts.
- 9.7.3 Other administrative expenditure, e.g. postal, telephones, venue rentals, publicity, stationery, internet, social, and fund-raising functions., shall be approved by the Committee against budget forecasts.
- 9.8 The Charity will appoint a minimum of three Trustees, two from serving Committee members of the Charity, and others who meet the requirements, from the wider membership or from the general public.

10. TERMINATION OF MEMBERSHIP

- 10.1 Should the actions of any member, in the opinion of the Committee, be injurious to the interests of the Charity, the Committee is empowered to suspend that member.
- 10.2 Termination of membership shall be by resolution passed at the AGM or Extraordinary General meeting, by a two-thirds majority of the votes of those present.

11.0 DISSOLUTION OF THE GROUP

- 11.1 The Charity may only be dissolved at the AGM or at a Special Meeting called for that purpose. The motion to dissolve must be carried by a three-quarters majority of those present and voting.
- 11.2 Prior to a vote for or against dissolution, the meeting shall decide how the assets of the Charity shall be disposed of in the event of a motion to dissolve being carried.
- 11.3 In the event of a dissolution, donation of the Charity's assets to a prostate Cancer Charity shall be a first consideration.

12.0 ALTERATION OR AMENDMENTS TO THE CONSTITUTION

- 12.1 Any proposal to alter or amend the Constitution must be approved at the AGM or an EGM called for that purpose.
- 12.2 Such a proposal shall be accompanied by a copy of the relevant section of the existing constitution and the proposed alteration or amendment to the documentation for the AGM or the EGM.
- 12.3 The proposal for the Charity to apply for Registered Charity status shall be subject to prior approval by a majority of the membership.

This amended Constitution was adopted following a unanimous vote of approval given by the registered membership present at the 7th Annual General meeting held on this date, the 4th day of April 2011.

Original Copy signed by:

Signed:	Trustee	Name: David Wiseman
Witness:	Secretary	Name: Brian Smith
Witness:	Treasurer	Name: David Kirkham

Constitution Issue Record:

- Issue 1:** **Original version. Approved** and adopted at a meeting held at the Norfolk & Norwich University Hospital on 7th September 2004.
- Issue 2:** Following Charity Commission Registration, incorporating amendments required by the Charity Commission. Approved and adopted at an Extraordinary General Meeting held at the Norfolk & Norwich University Hospital on 7th February, 2005.
- Issue 3:** Incorporating Amendments to para. 9.7, as agreed with the Charity Commission. Approved and adopted at the 3rd Annual General Meeting held at the Norfolk & Norwich University Hospital on 16th April 2007.
- Issue 4:** Incorporating an amendment to para 6.1 (Number of Committee members increased), as agreed at the 4th AGM held at the Norfolk & Norwich University Hospital on 7th April 2008.
- Issue 5:** Incorporating an amendment to paras 6.1, 6.4, 8.1 and 9.8, as agreed at the 6th AGM held at the Norfolk & Norwich University Hospital on 12th April 2010.
- Issue 6:** Incorporating an amendment to paras 9.7.1., as agreed at the 7th AGM held at the Norfolk & Norwich University Hospital on 4th April 2011.