Worcestershire Prostate Cancer Support Group

CONSTITUTION

1. Title

1.1. The organisation shall be called the “Worcestershire Prostate Cancer Support Group” (hereinafter referred to as “the Charity").

2. Administration

2.1. Subject to the provisions of this Constitution, the Charity and its property shall be administered and managed by the members of the Executive Committee (hereinafter referred to as "the Committee"), established under Clause 5.

3. Objectives

3.1. The Charity's objectives ("the Objectives") are:

3.1.1. To Support individuals and their families diagnosed with and affected by prostate cancer.

3.1.2. To Educate individuals and their families about the disease, treatment options and living with side effects.

3.1.3. To Empower individuals and their families to take ownership of their condition and make the right treatment choices for them.

3.1.4. To raise public awareness about Prostate Cancer and to advocate for better services and treatments for those affected by the disease.

3.1.5. To arrange and run PSA Testing events.

3.1.6. To provide grants to other organisations who will support the charities objectives

3.2. These objectives aim to provide comprehensive support, education, and advocacy to enhance the well-being and knowledge of the community affected by and at risk of prostate cancer.

4. Membership

4.1. Membership is open to:

4.1.1. Individuals diagnosed with or treated for prostate cancer.

4.1.2. Family, friends, and loved ones of individuals diagnosed with prostate cancer.

4.1.3. Individuals who have an interest in supporting the Charity’s objectives.

4.2. The Committee will maintain a confidential database of members.

4.3. Honorary positions, such as an Honorary President or Patron, may be appointed by the Committee and may attend the Annual General Meeting (AGM) in a non-voting capacity.

4.4. The Committee may by unanimous vote and for good reason terminate the membership of any individual. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend before a final decision is made.

5. Committee

5.1. Officers of the Committee including the Chair, Secretary, and Treasurer shall be elected at the Annual General Meeting (AGM) and will serve as the Trustees of the Charity.

5.2. The Officers of the Committee may appoint co-opted members. Co-opted members have voting rights.

5.3. The Committee shall not exceed ten members.

5.4. The Committee may appoint sub-committees as necessary to support the Charity's work.

5.5. No member of the Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by the Charity.

5.6. A member of the Committee shall cease to hold office if:

5.6.1. they are disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); or

5.6.2. is unable to continue in the role due to ill-health; or

5.6.3. notifies the Committee of a wish to resign (but only if at least three members of the Committee will remain in office when the notification of resignation is enacted).

5.7. The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act).

6. Powers

6.1. In furtherance of the objectives but not otherwise the Committee may exercise the following powers:

6.1.1. Raise funds and invite contributions, ensuring compliance with legal requirements.

6.1.2. Acquire and manage property necessary for the Charity’s purposes.

6.1.3. Employ staff or contractors as necessary for achieving its objectives.

6.1.4. Power to do all such other lawful things as are necessary for the achievement of the objectives.

7. Financial Management

7.1. The financial year shall run from 1st January to 31st December.

7.2. The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) regarding:

7.2.1. The keeping of accounting records for the Charity.

7.2.2. The preparation of annual statements of accounts for the Charity.

7.2.3. The auditing or independent examination of the statements of account of the Charity.

7.2.4. The transmission of the statements of account to the Charities Commission.

7.3. The funds of the Chairty, including all donations, contributions and bequests, shall be paid into a bank account operated by the Committee in the name of the Charity. All payments drawn on the account must be signed by two members of the Committee

7.3.1. The funds belonging to the Charity shall be applied only in furthering the objectives

8. Meetings

8.1. There shall be a quorum when at least three members or one third of the number of the Committee, whichever is the greater, are present at the meeting.

8.2. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.

8.3. The Committee shall keep electronic minutes of the proceedings at meetings of the Committee and any sub- committee. They should be held centrally and available to all committee members.

9. Amendments

9.1. This constitution may be amended by a two-thirds majority at a general meeting, subject to compliance with legal requirements.

9.2. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

10. Annual General Meeting (AGM)

10.1. There shall be an annual general meeting of the Charity which shall be held in the first half of the calendar year

10.2. Every AGM shall be called by the Committee. At least 21 days' notice of the AGM shall be given to all the members of the Charity for whom contact details are held.

10.3. All the members of the Charity shall be entitled to attend and vote at the meeting.

10.4. The chairman shall be the chairman of AGM, but if they are not present, before any other business is transacted, the persons present shall appoint a chairman for the meeting.

10.5. Reports shall be presented from the Chair and the Treasurer. Officers unable to attend shall submit a written report to the Chair before the meeting.

10.6. Nominations for the election to the Committee must be made by members of the charity and must be in the hands of the secretary of the Committee at least 14 days before the AGM. The existing Committee members may stand for re-election without prior written application. All Committee appointments shall be ratified by a

membership vote at the AGM. Should nominations exceed vacancies, election shall be by ballot.

11. Extraordinary General Meeting (EGM)

11.1. The Committee may call an EGM of the Charity at any time, if at least ten members request such a meeting in writing stating the business to be considered. Such request should be of such significant nature requiring a decision before the next AGM.

11.2. The secretary shall call such a meeting, giving at least 21 days' notice. The notice must state the business to be discussed.

12. Dissolution

13.1 If the Charity is dissolved, any remaining assets must be given to a charity with similar purposes or as directed by the Charity Commission.

This revised Constitution was agreed by the Committee and adopted, following a vote of approval given by the registered membership present at the Annual General Meeting held on the below date.

Signed: Chairman

Name:

Signed: Treasurer

Name:

Signed: Secretary

Name:

Adopted on xxx.