

THE READING PROSTATE CANCER SUPPORT GROUP

(Established and supported by The Royal Berkshire NHS Trust)

CONSTITUTION

1. The organisation will be known as ‘The Reading Prostate Cancer Support Group’ hereinafter referred to as ‘the Group’.
2. Membership of the Group is open to all men who have been diagnosed with prostate cancer together with their wives / partners, hereinafter referred to as ‘Members’.
3. The objectives of the Group are as follows:
 - to provide support, fellowship and information for Members of the Group through regular meetings and social functions.
 - to promote awareness of prostate cancer.
 - to raise funds for the conduct of the Group’s activities and, as appropriate, for charities established to undertake research into treatment for prostate cancer or such other charities whose activities are agreed by Members to be appropriate to the objectives of the Group.
4. The Group will be managed by a Management Committee (‘Committee’) comprising of Members elected from the Group members plus a Medical Liaison Officer. Members of the Committee will serve for a period of three years and may then offer themselves for re-election for a further 1 year period. After this there will then be a period of one year before re-election to the committee can take place. The date of appointment to the Committee will be the date of election as a full member. The Committee may co-opt additional Member(s) from time to time for specific purposes. Co-opted members will be non-voting members of the Committee.
5. The Group will elect the Committee from among its members at the Annual General Meeting or an extraordinary General Meeting. Those persons elected as Chairman, Secretary, Membership Secretary, Treasurer, Editor and Publicity Officer will automatically become members of the Committee. Their duties are outlined in paragraph 6 below. The Group may elect further persons as full Committee members.
6. The duties of the officers (‘Officers’) of the Committee will include the following:
 - Chairman
 - (i) To Chair all meetings of the Group and its Committee,
 - (ii) To co-ordinate the activities of the Group and
 - (iii) To represent the Group as appropriate
 - (iv) To delegate Chairman’s duties as required
 - Secretary
 - (i) To issue and publish an Agenda and take minutes for all meetings,
 - (ii) Other appropriate duties as required by the Committee



THE READING PROSTATE CANCER SUPPORT GROUP

(Established and supported by The Royal Berkshire NHS Trust)

CONSTITUTION

- Membership Secretary
 - (i) To maintain the Master Membership list
 - (ii) To record and analyse attendance at Group meetings

- Treasurer
 - (i) To maintain suitable records of all monetary transactions of the Group,
 - (ii) To operate a bank or building society account for the Group,
 - (iii) To prepare annual accounts to 31 December each year and to arrange for the annual accounts to be examined and agreed by an independent examiner approved by the Committee.

- Cheque Signatory
 - (i) Designated in the bank mandate to be empowered to sign cheques on behalf of the Group. At least two signatories are required as cheques require two signatures.

- Publicity Officer
 - (i) Liaise with the press, media and other organisations on matters relating to the publicity of the Group

- Editor of Pharos
 - (i) To produce and edit Pharos, the monthly newsletter of the Group

- Medical Liaison Officer
 - (i) To act as liaison between the hospital and Group and
 - (ii) To keep the Committee advised of any hospital policy matters that could affect the conduct of the Group
 - (iii) To act as the primary interface for arranging guest speakers from the medical profession at group meetings

- Webmaster
 - (i) To maintain the Group website and email accounts

- Archivist
 - (i) To maintain an archive of Group records

- Meet & Greet
 - (i) Welcome existing members and new members on arrival to the regular meetings
 - (ii) to provide name tags for members and collect them after the meeting
 - (iii) to obtain contact and other details from new members and maintain a register of this information, such information being subject to the data protection act



THE READING PROSTATE CANCER SUPPORT GROUP

(Established and supported by The Royal Berkshire NHS Trust)

CONSTITUTION

- (iv) to record the dates of last attendance of members to regular meetings, so that inactive members may be identified, and with their approval removed from the register.
7. Exceptionally, where no member can be found willing to perform a duty and also become an Officer, the Committee may elect a co-opted member to that role.
8. An account will be opened in the name of and for the benefit of the Group with a bank or building society agreed by the Committee and will be operated by the Treasurer. All payments from the account will be authorised by any two of the following Officers: Chairman, Treasurer, Secretary.
9. A Group Annual General Meeting ('AGM') will be held in March each year. An Extraordinary General Meeting ('EGM') may be convened at any time either by the Committee or at the request of the Members. In the event that Members wish to call an EGM of the Group, this may be requested by submitting a notice in writing to the Chairman, signed by at least ten Members and stating the matter(s) that it is proposed should be discussed at the EGM. The EGM will be arranged as part of the next Group meeting providing that Members are given a minimum 14 days' notice of the proposed EGM and the matter(s) to be discussed.
10. The business of the AGM will include, inter alia, the presentation, for approval, of the annual accounts of the Group as agreed by the Independent Examiner, a report on the activities of the Group and, when appropriate, the election of members of the Committee.
11. All decisions taken at meetings of the Committee, at the AGM or at an EGM, except at one convened for the purpose of dissolving the Group, will be effective if passed by a simple majority of those Members attending. In the event of a tied vote, the chairman will have the casting vote.
12. The quorum necessary for the conduct of business will be as follows:
 - For AGM or EGM – 20 of the current registered members
 - For Committee Meetings – 5 voting members of the Committee
13. Any changes to the Constitution may only be made at an AGM or EGM of the Group.
14. The Group may be dissolved if a resolution is passed at a General Meeting by a two thirds majority of those Members attending, the terms of the resolution having been circulated to Members not less than 21 days prior to the meeting. If the resolution is passed, the Committee will settle any debts of the Group and dispose of any net assets to a charity established for the purpose of conducting research into the treatment of prostate cancer or such other charity as may be agreed by Members.