



# 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 undertaking research into, or carrying out, the diagnosis and/or treatment of 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 members elected from among Group Members. Members of the Committee will serve for a period of three years and may then offer themselves for re-election for a further one year period. After this there will then be a period of one year before re-election to the committee can take place. Elections and re-elections to the Committee will normally take place at the Annual General Meeting (‘AGM’) or at an Extraordinary General Meeting (‘EGM’) of the Group however this will not preclude the Committee from adding further full members on occasions other than at an AGM or EGM provided that the agreement of Members has been obtained electronically and/or by ordinary post. 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 Committee will appoint from among its members a Chairman, Secretary and Treasurer, whose duties are outlined in paragraph 6 below, and make such further appointments either from among its members or by co-opting Members from the Group in order that further duties are allocated in an efficient and effective manner.
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



# The Reading Prostate Cancer Support Group

(Established and supported by The Royal Berkshire NHS Trust)

## CONSTITUTION

---

- meetings,
  - (ii) To monitor compliance with the terms of the Constitution,
  - (iii) Other appropriate duties as required by the Committee
- 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
    - (iv) To arrange the public liability insurance cover required by the Group for its awareness objectives and such other insurance cover as may be appropriate and affordable.
7. The Committee will seek a Medical Liaison Officer from a local hospital who will become a full member of the Committee without limitation as to tenure. The duties of this Officer will include the following:
- (i) To act as liaison between the local hospital and the Group,
  - (ii) To keep the Committee advised of any local 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
8. The Committee will have the discretion to invite other Group Members to attend its Committee meetings as guests and, in exceptional cases, non-members where expertise may be required that is not available among Committee members. The Committee will have the discretion to invite non-members to attend a regular Group meeting.
9. In the event that in the judgement of the Committee it is deemed desirable to examine a specific management issue that for time management reasons it is inappropriate to be studied at a full Committee meeting then the Committee will have the discretion to set up a Sub Committee for this purpose. Membership of the Sub Committee will be determined by the Committee and it will be responsible for reporting and making recommendations to the full Committee on the matter for which it was established.
10. 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. The Committee will appoint up to four signatories, including its Chairman and Treasurer, who will be voting members of the Committee two of whom will be required to sign cheques or otherwise authorise payments from the bank/building society account.



# The Reading Prostate Cancer Support Group

(Established and supported by The Royal Berkshire NHS Trust)

## CONSTITUTION

---

11. A Group AGM will be held in March each year. An 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.
12. 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 new members of the Committee. An Agenda for the AGM together with any documents requiring Members attention and approval are to be sent to Members not less than seven days prior to the date of the meeting.
13. 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.
14. 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

In the event that the decision by Members is sought for an appointment to the Committee electronically as envisaged by paragraph 4 above then the voting and quorum provisions outlined herein will continue to apply.
15. Any changes to the Constitution may only be made at an AGM or EGM of the Group.
16. 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 undertaking research into, or carrying out the diagnosis and/or treatment of prostate cancer or such other charity as may be agreed by Members.