

Constitution

1 Name

Edinburgh & Lothian Prostate Cancer Support Group (hereinafter referred to as 'The Group')

2 Areas of Benefit

The City of Edinburgh, the Region known as Lothian and other areas as seem appropriate shall for the purpose of this Constitution be deemed to be the areas of benefit and any reference in this Constitution to the areas of benefit shall be construed accordingly

3 Aims

The aims of The Group are:

- a) To enable men with prostate cancer to support others who face life (and perhaps death) with a similar diagnosis
- b) To offer support, advice and guidance to men diagnosed with prostate cancer, to their families, friends and carers
- c) To enable men with prostate cancer to have a clearer understanding of treatment options, process and consequences of pursuing one option rather than another and steps available if there is a recurrence of the disease
- d) To provide opportunities for such people to explore their experiences and their feelings
- e) To consult and liaise with men and women with a professional expertise in areas of concern to men with prostate cancer
- f) To work with hospitals, clinics and surgeries, as appropriate, to provide a more supportive environment for men and their families facing issues related to prostate cancer
- g) To promote awareness within the wider community of the prevalence of prostate cancer
- h) To promote and campaign where appropriate with other organisations on national issues impacting on diagnosis, treatment and support of men with prostate cancer
- i) To work with others, as appropriate, to press for improved services and treatment for all men with prostate cancer and to ensure that people within Edinburgh and Lothian have access to the latest drugs and treatment available to men in other areas.
- j) To work alongside and, where appropriate, to co-operate with other charitable bodies working in this area, such as The Maggie's Centre, Prostate Scotland and The Prostate Cancer Charity
- k) To provide these aims without regard to religion, class or creed

- l) To raise money to further these objectives, as determined and agreed by the management committee

4 Membership

Membership of The Group is open to

- a) Individuals over the age of 18 in the areas of benefit who share the aims of The Group
- b) Representatives of voluntary, professional and statutory organisations in the areas of benefit which are concerned with promoting the aims of The Group.

Membership is deemed to apply to all who attend the regular meetings of the Group.

5 Management Committee

- a) The Management Committee shall consist of not fewer than 4 and not more than 9 members, elected by and from the members of The Group at the AGM. Committee members shall retire after four years of office but shall be eligible for immediate re-election for one further period of 4 years.
- b) The Chair of The Group shall be elected by the members at each AGM. He shall hold office for not more than four consecutive years.
- c) At the first meeting of the Management Committee after the AGM the committee shall appoint, from amongst its members a vice-chair, a secretary and a treasurer (any two of these roles may be combined).
- d) The Management Committee shall have the power to co-opt up to a maximum of three members, each for a specified period, but any such person shall not be entitled to vote.
- e) The Management Committee shall have the power to appoint such specialised professional advisers as may be considered appropriate and to invite them to attend its meetings but any such person shall not be entitled to vote.
- f) The Management Committee shall meet at least 4 times in each year of office

6 Annual General Meeting

The Annual General Meeting of The Group shall be held within three months of the end of the financial year, *inter alia* for the purposes of adopting the Annual Report and Accounts of The Group; electing a Chair and also members to the Management Committee; and appointing an Auditor, Auditors or an Independent Examiner. All members shall be entitled to attend. The Secretary shall give not less than 21 days notice of this meeting to all members and shall specify the date, time and place of the meeting and the business to be transacted.

7 Extraordinary General Meeting

An Extraordinary General Meeting of The Group may be called at the request of the Management Committee or by written request signed by 12 members of The Group, addressed to the Secretary and clearly stating the purpose of the meeting and the business to be transacted. In either event, the Secretary shall give not less than 21 days notice to all members of the time and place of meeting.

8 Rules of Procedure

- a) *Voting.* Subject to the provision of Clause 10, all questions arising at any meeting shall be decided by a majority of those present and entitled to vote thereat. In the case of an equality of votes the Chair shall have a second or casting vote.
- b) *Quorum.* 3 members shall form a quorum at a meeting of the Management Committee and 10 shall form a quorum at a General Meeting of The Group
- c) *Minutes:* The Secretary shall *inter alia* be responsible for the writing of Minutes of the Annual General Meetings and meetings of the Management Committee

9 Finance

- a) All monies raised by or on behalf of The Group shall be paid into the Funds of The Group and used to promote its activities and for no other purpose
- b) At least one bank account shall be maintained in the name of The Group. The Treasurer shall keep proper accounts of The Group and shall pay all monies not immediately required into The Group's bank account. All accounts shall be operated on any two signatures of four nominated members of the management Committee.
- c) The financial year shall run from 1st April to 31st March
- d) The Accounts shall be audited annually by a qualified Auditor or Auditors or examined by an Independent Examiner, as required by law, who shall be appointed at the AGM. The Accounts so audited or examined shall be submitted to the next following AGM for adoption.

10 Alterations to the Constitution

No alteration to this Constitution shall be made except by a two-thirds majority of those members present and voting at a General Meeting of The Group. Intimation of any proposed alterations shall be given in the notice calling the meeting.

11 Merger

If the Management Committee desires to merge with any other organisation with similar aims, a two-thirds majority of those members voting by post or present and voting at a

General Meeting of The Group. Intimation of any proposed merger shall be given in the notice calling the meeting.

12 Dissolution

If the Management Committee decides at any time that on the grounds of expense, ill health or otherwise it is necessary or advisable to dissolve The Group it shall call a meeting of all members of The Group. Not less than 20 days notice, stating the terms of the resolutions proposed thereat, shall be given to all members. If such a decision be confirmed by a majority of those present and voting at such a meeting the Management Committee shall have the power to dispose of any such assets held by or in the name of The Group. If, upon dissolution there remains, after the satisfaction of all debts and liabilities, any property or monies whatsoever, the same shall not be paid to or distributed among the members of The Group but shall be given or transferred to some other charitable Institution or Institutions having similar aims to the aims of The Group, provided that the recipients of the property and monies restrict the distribution of its funds in a similar fashion. The selection of such Institution or Institutions shall be made at the discretion of the Management Committee.

13 ADDITION TO CONSTITUTION - (Agreed at AGM June 6th 2013)

Buddy system

A system will operate to introduce patients (and carers) (known as clients), particularly those newly diagnosed, to members ("Buddies") who had similar diagnoses.

The aims of the Buddy will be as stated in the appropriate sections of Clause 3, in particular,

1. to give general support.
2. to give lay information from his own experience which may be helpful to the recipient in reaching decisions regarding treatment and lifestyle choices.
3. to direct the patient to other Buddies with similar diagnoses, to clinicians eg CNSs and to reputable information sources where technical/medical information is available.

All Buddies will be given appropriate training and the operation of the scheme will be regularly reviewed jointly by Buddy representatives and clinicians.

A member of the Management Committee will be responsible for the operation of the scheme.

