

CONSTITUTION OF THE FRIENDS OF THE STENNACK SURGERY
AT ST IVES

1. TITLE

The name of the Society shall be 'The Friends of the Stennack Surgery

2. OBJECTS

The object of the Society shall be to relieve the patients at the Stennack Surgery at St Ives by providing or assisting in the provision of equipment provided by the statutory authorities. In furtherance of this object but not further or otherwise the Society shall have the following powers:-

- a, To raise funds and to invite and receive contributions from any person or persons or organisations whatsoever by way of subscription, donation or otherwise provided that no permanent trading activities are undertaken in raising funds for the said objects
- b, To take and accept gift of property, whether subject to any special trust or not for the object of the Society
- c, To undertake and execute any charitable trust
- d, To do all such lawful things as are necessary for the attainment of the above objects

3. MEMBERSHIP

- a, Membership of the Society shall be open to any persons, who having attained the age of 18 years shall apply for membership, irrespective of political party, nationality, religious opinion, race or colour
- b, Voting rights will be restricted to the Friends of the Stennack Surgery
- c, The Committee shall have the right for good and sufficient reason to terminate the membership of an individual member provided that the member shall have the right to be heard by the Committee before a decision is made
- d, A membership list shall be kept by the Honorary Secretary
- e, There shall be no annual subscription

4. ANNUAL GENERAL MEETING

- a, The first AGM after the adoption of this Constitution shall be held in the month of October and subsequent AGM's shall be held in the month of October each year or as soon as possible thereafter
- b, The AGM shall be open to all members of the Society
- c, The AGM shall be convened by the Honorary Secretary who shall give at least fourteen days' notice of such a meeting by placing a notice of meeting on notice boards in St Ives and publication of a notice of meeting in a newspaper with local circulation

- d, A quorum for the AGM shall be 10 or 1/10 of the members whichever is the greater shall form a quorum. In the event of a quorum not being present the meeting shall be adjourned to such a place, date and time within the ensuing fourteen days as the Chairman shall decide, and the members present at such an adjourned meeting shall constitute a quorum
- e, The Chairman of the outgoing Committee shall conduct the AGM. In the event of his/her absence the meeting shall be conducted by the Vice Chairman (if any). If neither is present the persons present shall, before any business is conducted, appoint a Chairman for the meeting
- f, The outgoing Committee shall present to the AGM a report and accounts for the preceding year

5. THE MANAGEMENT COMMITTEE

- a, The Society shall be managed by the Management Committee hereinafter called 'the Committee' who shall be the charity trustees of the charity within the meaning of Section 97 of the Charities Act 1993
- b, The Society shall at its first Annual General Meeting and thereafter at every Annual General Meeting elect a Chairman who may serve for not more than three consecutive years

The Meeting will also elect an Hon: Secretary, Hon: Treasurer and other such officers as the Society may from time to time decide, together with five other members to constitute the Committee for the ensuing year. The President of the Society shall be the Mayor, for the time being, of St Ives

- c, The members of the Committee shall take office at the end of the meeting at which they are elected and shall hold office until the end of the next Annual General Meeting
- d, All members of the Committee may be re-elected for a further term or terms of office
- e, The Committee shall have the power to co-opt persons having special knowledge or experience provided that the number of co-opted members does not exceed two persons. They shall hold office until the end of the Annual General Meeting following their co-option
- f, The Committee shall normally hold six bi-monthly ordinary meetings in each year and may hold other ordinary meetings as may be required. A special meeting of the Committee may be summoned by the Chairman or any two other elected members upon seven clear days' written notice being given to all the other members of the matters to be discussed
- g, The Committee may invite any person to attend its meetings as an observer but without the power to vote
- h, Every matter shall, except as in this Constitution provided, be determined by the majority of the members present and voting on the question of equality of votes the Chairman shall have a second or casting vote
- i, 6 or 1/3 of the members shall form a quorum at Committee meetings. Minute Books shall be kept by the Society and all its Committees and the appropriate Secretary shall enter therein a record of all proceeding and resolutions

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The Committee may from time to time appoint such sub-committees as may be deemed necessary, and may determine their terms of reference, power, duration and composition, provided that:-

- (i) No sub-committee may be given power to co-opt more than one-fourth of its total membership, and
- (ii) each sub-committee shall furnish the Committee with a full copy of the Minutes of each meeting of the sub-committee within seven days thereof

6. FAILURE TO APPOINT

The proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment or election or qualification of any member

7. PROPERTY AND INCOME

- a, The property and income of the Society shall only be used for charitable purposes and applied only to the furtherance of the Society's objectives
- b, The Society shall ensure that its property is regularly maintained and insured, and shall ensure that a part of its funds are used for this purpose
- c, All property and equipment acquired for use by the Society in the Surgery shall remain the property of the Society
- d, No part of the Society's property or income shall be transferred or paid to any member of the Society; but this shall not prevent the repayment to a member of approved 'out of pocket' expenses incurred on the Society's business
- e, The Committee shall cause proper accounts to be kept of property, assets and transactions of the Society and arrange for accounts to be prepared annually at the conclusion of each financial year. The accounts are to be prepared by a member of the Institute of Chartered Accountants in England and Wales who will be responsible for reporting to the members that the accounts as prepared are in agreement with the underlying books and records as maintained
- f, The Committee shall cause an inventory of all its property over the value of £10 to be kept. A complete copy of the inventory shall be held by both the Hon: Treasurer and the Hon: Secretary and a further copy shall be kept in the St Ives Stennack Surgery for the use of the doctors currently practising in the surgery
- g, The financial year of the Society shall end on 30th September in each year
- h, A bank account shall be opened on behalf of the Society and all cheques drawn upon the said account shall require the signature of the Hon: Treasurer and one of the two other Committee nominated members and all accounts shall be held in the name of the Society

8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be convened at any time by a resolution of the Committee or the requisition of at least ten members of the Society. A meeting held on such a requisition shall be held within twenty one days of the receipt of such requisition by the Hon: Secretary and the Hon: Secretary shall give to the other members of the Society fourteen days' notice of such a meeting. A quorum shall be the same as for a quorum at the Annual General Meeting

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9. ALTERATIONS TO THE CONSTITUTION

Alteration to this Constitution must receive the assent of not less than two thirds of the members of the Society present and voting at an Annual General Meeting or Extraordinary Meeting. Provided that no alteration to Clauses 2, 9 or 10 shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained provided further that no amendment shall be made which would cause the Charity to be charitable at law

10. DISSOLUTION OF SOCIETY

The Society may any time be dissolved by a resolution passed by a two thirds majority of those present and voting at an Extraordinary General Meeting. The property and assets of the Society shall not be paid to, or distributed among the members of the Committee or Society but shall be applied to such other charitable institutions having objectives similar to, some or all of the objects specified in Clause 2 thereof, as the Committee may, with approval of the Charity Commissioners, or other authority having charitable jurisdiction, determine.

11. It is declared that the Society shall in no way whatsoever interfere with the professional freedom of the Doctors practising at the St Ives Stennack Surgery

12. All matters not herein before provided for and not involving an amendment may be dealt with by the Committee

(Amended Constitution October 1995)