



**POLAND SYNDROME Support Group**  
*Hand and Chest Deficiency*

# Constitution

Adopted October 2003

## **1. Name**

The name of the organisation shall be 'Poland Syndrome Support group', Hand and Chest Deficiency, hereafter called 'The group'.

## **2. Objects**

The objects of the group shall be to relieve anybody who has Poland Syndrome, their Family and friends by providing support, advice and information.

## **3. Powers**

In order to achieve its objects but not otherwise The Group may:

1. Raise funds and invite and receive contribution from any person or persons whatsoever by way of subscriptions, donations or otherwise.
2. Collect and disseminate information on all matters regarding the said objects.

3. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof for the benefit of the public.
4. Promote positively equal opportunities within the community and within the membership.
5. Arrange and provide for, or join in arranging and providing for, the holding of events, meetings, workshops, exhibitions, lectures, conferences, seminars and training courses.
6. Cause to be written and printed, or otherwise produced, and circulated such leaflets or other documents which will further the said objects.
7. Support members to become more effective by encouraging attendance at seminars, conferences and training courses.
8. Co-operate with other charities, voluntary groups/organisations and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advise with them.
9. Do all such other lawful things as are necessary for the achievement of the objects.

#### **4. Membership**

Membership of The Group is open to anybody over the age of 18 years, who is interested in furthering the charitable objects, willing to abide by the constitution and to pay any subscription fee as may be laid down annually by the Committee.

Every member shall have one vote.

Junior membership shall be open to those under the age of 18 years who have Poland Syndrome. Junior members shall not be entitled to vote.

The committee may by unanimous vote, and for good reason, terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the committee, accompanied by a person of their choice, before the final decision is made.

The Committee shall have the right, for good reason, to refuse membership.

#### **5. Officers**

At the Annual General Meeting of The Group the members shall elect from amongst themselves a Chair, Vice-Chair, Secretary and Treasurer who shall hold office from the conclusion of that meeting.

## **6. Committee**

The policy and general management of the affairs of the group shall be directed by the committee, which consists of not more than 10 members and not less than 4.

The members shall be elected at the Annual General Meeting.

Election to the Committee shall be for one year and all members shall retire annually but shall be eligible for re-election.

Only members of The Group shall be eligible to serve as members of the Committee.

The Committee may from time to time co-opt further members, who may serve until the conclusion of the next AGM, if appropriate. Co-opted members shall not make up more than one third of the committee and shall have voting rights.

Any casual vacancy in the Committee may be filled by the Committee and any person appointed shall hold office until the conclusion of the next AGM and shall be eligible for election at the meeting. He/she shall have voting rights.

## **7. Meetings**

The Committee shall hold at least 3 ordinary meetings each year.

The Chair shall chair all meetings of the Committee and The Group. If He/she is absent from any meeting, then the Vice-Chair shall chair. If both the Chair and Vice-Chair are absent, then members present shall choose one of their number to be Chair of the meeting before any other business is transacted.

The quorum for Committee meetings shall be 4.

Voting at Committee meetings shall be by a show of hands. If there is a tied vote, then the Chair shall have a second casting vote.

The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any Sub-Committee.

## **8. Finance**

Any money obtained by The Group shall be used only for The Group.

Any bank accounts opened for The Group shall be in the name of The Group.

Proper accounts shall be kept with regard to all monies received by and paid out by The Group. The Treasurer and one other nominated official shall sign the cheques.

Members shall be entitled to claim out of pocket expenses as determined by the Committee.

## **9. Annual General Meeting**

An Annual General Meeting of The Group shall be held in the month of September in each year or as soon as practicable thereafter.

Every AGM shall be called by the Committee. The Secretary shall give at least 28 days notice of the meeting. The business of the AGM shall include:

- a report from the Chair on The Group's activities over the year
- a report from the Treasurer on the finances of The Group
- election of the Committee
- any other business

The quorum for the AGM and any General Meeting shall be one third of membership.

## **10. Special General Meeting**

A Special General Meeting may be called by:

- the Committee, or
- at least one third of membership, having signed a motion to discuss an urgent matter. The Secretary shall give all members at least 28 days notice of any Special General Meeting together with notice of the business to be discussed.

## **11. Alteration to the Constitution**

Any changes to this Constitution must be agreed by at least two thirds of those members present and voting at any General Meeting. Such General Meeting shall be called under rules laid down in section 9 and 10.

**12. Dissolution**

In The event of dissolution, The Group may be wound up at any time if agreed by at least two thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining, after all debts have been paid, shall be given to such other charitable institution or institutions with similar aims.

**13. Adoption of the Constitution**

This Constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Signed: ..... Date: .....

Position: .....

Signed: ..... Date: .....

Position: .....

Signed: ..... Date: .....

Position: .....