

CHILDHOOD CANCER ORGANISATION FOR PARENTS' AND RELATIVES' SUPPORT

Constitution

1 NAME

The name of the group is COPARS hereinafter called 'the Group'.

2 OBJECTS

- (a)
- 1) To alleviate physical, mental or financial distress or hardship of persons with childhood cancer, the family and friends of persons with childhood cancer, and persons bereaved through childhood cancer.
 - 2) To provide education about childhood cancer to persons with childhood cancer, the family and friends of persons with childhood cancer, persons bereaved through childhood cancer and members of the public at large.
- (b) In furtherance of the above objects, but not otherwise, the Group may:
- 1) Relieve the need, hardship and distress of the families and friends of people with childhood cancer.
 - 2) Arrange and provide for or join in arranging and providing for the holding of meetings, lectures, classes, seminars and training courses.
 - 3) Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas
 - 4) Provided information and advice about childhood cancer.
 - 5) Procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the said objects.
 - 6) Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the Group.
 - 7) Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings, or erections necessary for the work of the Group.
 - 8) Make regulations for any property which may be so acquired.
 - 9) Subject to such consents as may be required in law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Group.
 - 10) Subject to such consents as may be required by law borrow or raise money for the objects of the group and to accept gifts on such terms and on such security as shall be deemed to be necessary.
 - 11) Raise funds and invite and receive contributions from any persons whatsoever PROVIDED THAT the Group shall not undertake permanent trading activities in raising funds for the said objects.

- 12) Invest the monies of the Group not immediately required for the said objects in or upon such investments, securities or properties as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 13) Do all such other lawful things as shall further the attainment of the said objects.

3 MEMBERSHIP

- (a) The membership of the Group shall be open to all persons who are family or friends of children with cancer and to those who are interested in actively furthering the objects of the group. A full member is one who has completed a simple application form.
- (b) The amount of the subscription, if any, to be paid by members shall be decided by the membership in General Meeting.
- (c) The Committee may terminate membership for any good and sufficient reason but provided that the member shall have the right to be heard by the Committee before such a decision is made.

4 Management

- (a) The group shall be managed by a General committee (hereinafter called the Committee) consisting of a Chair, Treasurer and Secretary and not more than nine other members elected at the Annual General Meeting of the Group in accordance with clause 5 hereof.
- (b) In addition to members elected at the AGM, the Committee may co-opt further members who shall be full members of the Group and who shall serve until the conclusion of the next AGM after co-option, provided that the number of co-opted members does not exceed one third of the total number of members of the Committee. Co-opted members shall be entitled to vote at the meetings of the Committee.
- (c) Any casual vacancy on the Committee may be filled by the Committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next AGM of the Group and shall be eligible for election at that meeting.
- (d) Any member of the Committee shall cease to be a member thereof on the passing by two-thirds majority of a resolution of the Committee requiring that person to cease to be a member of the General Committee, provided that no such resolution shall be passed unless the member in question and all other members of the General Committee have received not less than fourteen days' notice in writing of the proposed resolution.
- (e) The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election appointment co-option or qualification of any member.
- (f)
 - 1) The Committee may delegate any of its powers or the implementation of any of its resolutions to any special or standing committee consisting of such persons as the Committee may determine;
 - 2) The resolution making that delegation shall specify such financial limits within which any committee shall function;
 - 3) The deliberations of any such committee shall be reported regularly to the Committee and any resolution passed or decision taken by any such committee shall be reported forthwith to the Committee and for that purpose every such committee shall appoint a secretary;
 - 4) All delegations under this article shall be revocable at any time;

- 5) The Committee may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as it may from time to time think fit;
- 6) For the avoidance of doubt the Committee may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustees;

PROVIDED THAT Notwithstanding any other provision of this sub-clause **FIRSTLY** no meeting of any committee as aforesaid shall be quorate unless at least one member of the Committee shall be present and **SECONDLY** no resolution of any committee as aforesaid shall be passed unless the member or members of the Committee present (or a majority of them if more than two) shall vote in favour of the resolution concerned in addition to a majority of the committee as a whole.

- (g) A quorum of the Committee shall be three members or one third of the members of the Committee whichever number is greater.

5 Election of Honorary Officers and Committee Members

- (a) At the Annual General Meeting hereinafter mentioned the Group shall elect a Chair, Secretary, Treasurer and such other Committee members as the Group shall from time to time decide.
- (b) Any member nominated to serve in any position on the Committee, but who is unable to attend the meeting at which his or her election should take place, must signify his or her willingness to serve in that office before the nomination can be accepted.
- (c) The Chair and the Committee members shall hold office until the conclusion of the Annual General Meeting of the Group next after their election but shall be eligible for re-election.

6 Meetings of the Group

- (a) The first General Meeting of the Group shall be held no later than the first of February 1995 and once in each year thereafter an Annual Meeting of the Group shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Committee shall determine. At least 21 clear days' notice in writing shall be given by the Secretary to each member. At such an Annual General Meeting the business shall include the election of Honorary Officers; the election of full members to serve on the Committee; the consideration of an annual report of the work done by or under the auspices of the Committee and of the audited accounts; and the transaction of such other matters as may from time to time be necessary.
- (b) The Chair of the Committee may at any time at his/her discretion and the Secretary shall within 21 days of receiving a written request so to do signed by not less than two thirds of the full members and giving reasons for the request call a Special General Meeting of the Group.

7 Rules and Procedures at all Meetings

- (a) Quorum: The quorum at an Annual General Meeting or Special Meeting of the Group hereof shall be 20 members of the Group, or one tenth of the membership whichever shall be greater or such other number as the Group may in General Meeting from time to time determine.
- (b) Voting: Save as otherwise herein provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. In the case of an equality of votes, the Chair of the meeting shall have a second casting vote.
- (c) Minutes: Minutes books shall be kept by the Committee and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

- (d) Standing orders and rules: The Committee shall have power to adopt and issue Standing Orders and/or Rules for the Group. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS that they shall be subject to review by the Group in General Meeting and shall not be inconsistent with the provisions of this Constitution.

8 Finance

- (a) All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable necessary and proper out of pocket expenses to any member of the Group as sanctioned by the Committee.
- (b) The Honorary Treasurer shall keep proper accounts of the finances of the Group.
- (c) The accounts shall be audited at least once a year by the auditor or auditors appointed at the Annual General Meeting.
- (d) An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting as aforesaid.
- (e) A bank account shall be opened in the name of the Group with Lloyds Bank, St Neots, or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Treasurer, the Secretary of the Group and the Chair of the Committee to sign cheques on behalf of the Group. All cheques must be signed by not less than two of the three authorised signatories.

9 Alterations to the Constitution

Any alteration of this Constitution shall receive the assent of not less than two thirds of those members of the Group present and voting at a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward. At least 14 clear days' notice in writing of such a meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to each member of the Group PROVIDED THAT no alteration shall be made which would have the effect of causing the Group to cease to be a Charity at law and no alteration shall be made to clause 2, this clause or clause 10. without the prior written consent of the Charity commissioners.

10 Dissolution of the Group

- a) Upon dissolution of the Group the surplus assets (if any) of the Group remaining after satisfaction of all debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the Group as the Group may, with approval of the Charity Commissioners decide.
- b) Any resolution to dissolve the Group must be submitted to members for consideration, and be passed by two thirds majority of those present and voting at a Special General meeting convened for the purpose of which 21 days' notice shall have been given to members.