

Small Charity Constitution Terms of Reference

This form of Constitution is suitable for small charities with a limited annual income and that do not own a building or employ people and do not intend to register with the Charity Commission.

1 NAME

The Charitable Association is to be known as:-

“Airway Stenosis Patients’ Association”.

2 THE PURPOSES OF THE CHARITY ARE:-

- ❖ To raise awareness of laryngeal and tracheobronchial stenosis, its symptoms, and to help prevent delayed diagnosis.
- ❖ To support audit and research into the basic sciences and clinical practice with the aims of better understanding the causes of the condition and to develop and evaluate better treatments.
- ❖ To improve patient experience by providing information and support to those affected by this condition by all means at its disposal, including but not limited to support for the patient forum www.airway-stenosis-patients-association.com

3 TRUSTEES

The charity shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Charitable Association.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) Raise funds, receive grants and donations
- (2) Apply funds to carry out the work of the charity
- (3) Co-operate with and support other charities with similar purposes
- (4) Do anything which is lawful and necessary to achieve the purposes of the Association

5 MEMBERSHIP

The charity shall have a Membership. People who support the work of the charity and are required to be aged 18 or over and can apply to the Trustees to become a Member. Once accepted by the Trustees, membership lasts for 3 years and may be renewed. The Trustees will keep an up-to-date Membership List.

The Trustees may remove a person’s membership if they believe it is in the best interests of the Association. The Member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend or representative.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days written notice of the agenda to the Members of the Association. Minutes of the AGM proceedings shall be kept
- (2) There must be at least 3 members present at the AGM. A quorum shall comprise a Trustee clinician, the Treasurer and any other Member of the Association
- (3) Every Member has one vote
- (4) The Trustees shall present the annual report and accounts
- (5) Any Member may stand for election as a Trustee
- (6) Members shall elect between 2 and 5 Trustees to serve for a term of two years and the end of which the Trustees shall retire but may stand for re-election
- (7) At the first AGM a Chair, Treasurer and Secretary shall be elected

7 TRUSTEE MEETINGS

- (1) Trustees must hold a minimum of two meetings each year in addition to the AGM
- (2) At least two Trustees must be present at the meeting for it to be quorate. One of the Trustees shall be able to represent the clinical interests of patients. Minutes shall be kept for every meeting
- (3) If Trustees have a conflict of interest they must declare it. They may be asked to leave the meeting while this matter is being discussed or decided
- (4) During the year, the Trustees may appoint up to 2 additional Trustees
- (5) The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law
- (6) Trustees shall act by majority decision

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses
- (4) Money must be held in the charity's bank account. All cheques must be signed by The Treasurer and one of the Trustees

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the Membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of Members.

All Members must be given 14 days notice and told the reason for the meeting.

All decisions require a straight forwards majority.

Minutes shall be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership.

10 SETTING UP THE CHARITY

This constitution was adopted on 16 January 2013 by the people whose signatures appear below. They are the first members of the Charitable Association and will be the Trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address

Mrs Gwenllian Hill, Velindre Road, Whitchurch, Cardiff, CF14 2TE, UK, Wales.

Dr Michael Buck, Velindre Road, Whitchurch, Cardiff, CF14 2TE, UK, Wales

Mr S A R Nouraei, Westmoreland Avenue, Gidea Park, RM11 2EE

Mr G S Sandhu, Charing Cross Hospital, London, W6 8RF