

CONSTITUTION

of the

Friends of Fareham Community Hospital

Issue B, 1.9.10

NAME

The 'Friends of Fareham Community Hospital' is declared to be a Small Charity (annual income normally less than £5,000).

PURPOSES OF THE CHARITY

The aims are to provide wide-ranging support and encouragement to the Hospital, its management and its staff on a progressive basis as it settles into and develops its role for providing outpatient facilities for the Fareham Community. Thus the beneficiaries of the Charity shall be the Fareham Community.

The main objectives are :

- To support the Hospital and its staff with hands and feet effort and by gifting material and minor equipment
- To encourage organisations and businesses in the community to sponsor the purchase of new medical equipment and to enhance the existing facilities
- To provide enhancements to the reception area, corridors and waiting rooms with flowers, plants, reading matter such as journals and with visual art such as paintings
- To provide a welcoming and guidance stewarding service for the benefit of patients entering the Hospital premises
- To advertise the Hospital and its services in doctors' surgeries and via 'freebie' magazines to the wider community

These and other features of the Charity in terms of purposes, organisation and relationships with the Hospital and its staff may be found in 'An Introductory Briefing' at current issue.

TRUSTEES

The Charity shall be managed by a Committee of Trustees who are appointed at the Annual General Meetings of the Charity. The number of Trustees shall be at least 3 and normally not exceeding 10.

CARRYING OUT THE PURPOSES

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

- Raise funds and receive grants and donations
- Apply funds to carry out the work of the Charity
- Co-operate with and support other charities with similar purposes
- Do anything which is lawful and necessary to achieve the purposes

THE FRIENDS

The Charity shall have a membership of Friends, normally at least 10 in number with no upper limit. People who support the work of the Charity and are aged 18 or over can apply to the Trustees to become Friends. Once accepted by the Trustees, membership shall last for three years and may be renewed. The Trustees shall keep an up-to-date list of the Friends.

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

ANNUAL GENERAL MEETING - AGM

- The AGM shall be held in every accounting year, with 14 days notice given to all members and advising them of the agenda. Minutes shall be kept of the AGM.
- There must be at least six Friends present at the AGM. Every Friend has one vote.
- The Trustees shall present the annual report and accounts.
- Any Friend may stand for election as a Trustee.
- The Friends shall elect between 3 and 10 Trustees to serve for the next year. Trustees shall retire at the next AGM but may stand for re-election.

Note: The accounting year shall be the 12 months ending 31 May.

TRUSTEE MEETINGS

- Trustees shall hold at least 3 meetings each year. At their first meeting after the AGM they will elect a Chair, Treasurer and Secretary. The Chair may rotate amongst the Trustees by agreement for interim meetings but will be the declared Chair at the subsequent AGM.
- At least 3 Trustees must be present at the meeting in order to be able to take decisions. Minutes shall be kept for every meeting.
- If Trustees have a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided.
- During the year the Trustees may appoint up to 2 additional Trustees. They will stand down at the next AGM.
- The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

GENERAL MEETINGS

If the Trustees consider it necessary to change the Constitution, or wind up the Charity, they shall call a General Meeting so that the membership of Friends can make the decision. Trustees shall also call a General Meeting if they wish to consult the Friends or if they receive a written request from the majority of Friends. All Friends shall be given 14 days notice and told the reason for the meeting. All decisions shall require a two-thirds majority. Minutes shall be kept.

- Winding up - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- Changes to the Constitution - these can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

MONEY AND PROPERTY

Money and property shall only be used for the Charity's purposes.

Trustees shall keep accounts. The most recent annual accounts can be seen by anybody on request.

Trustees cannot receive any money or property from the Charity other than to refund reasonable out of pocket expenses.

Money must be held in the Charity's bank account. For the time being and until further notice the account shall be held at The Halifax, Lockswood Centre, Fareham. All cheques shall be signed by 2 Trustees.

SETTING UP THE CHARITY

This Constitution was adopted on 1 September 2010 by the people whose names appear below. They are the first members of the Charity and will be the Trustees until the AGM which shall be held within one year of this date.

Name & address (in caps) Submitted to Charities Commission

Mrs Audrey Jill Sadler, (Chair)
3 Beechwood Close,
Warsash,
Southampton,
SO31 9JX

Miss Patricia Margaret Gulliford, (Secretary)
Coach House,
New Road,
Warsash,
Southampton,
SO31 9UH

Mr Paul Cope (Treasurer),
45 Crescent Rd,
Locks Heath,
Southampton,
SO31 6PE