



St Luke's Cancer Centre Melanoma Support Group

Website: [www.melanomore.net](http://www.melanomore.net) E-mail: [melanomore@googlegroups.com](mailto:melanomore@googlegroups.com)

# Constitution

## VERSION CONTROL

No	Changes	Status/Approval Date
Version 1	Initial set up document	Working version April 2018
Version 2	Re-write to align with Charity Commission templates	Discussed and approved 13 January 2021
Version 3	Changes approved by Committee 13 & 18 January & 2 February 2021	AGM 2021 approved 17 February 2021

## Current version confirmed for use:

Name	Position	Signature
Doug Hollis	Treasurer	<i>DH 17Feb21</i>

## 1.0 The Aims of MelaNoMore

The Group is for people and their family members with Melanoma and associated conditions as guided to it by their care professionals through St Luke's Cancer Centre, Royal

Surrey County Hospital (RSCH), Guildford. The Group is a safe place for people to help each other, and to provide an environment for family members to be included.

### **The Purposes of the Group are:**

**(A) To promote and protect the physical and mental health of sufferers of melanoma and other skin cancer conditions - who attend St Luke's Cancer Centre, Guildford, are referred by linked Hospital Trusts (Ashford & St Peters, East Surrey, Frimley Park and Clinics) or other hospitals in the catchment area - through the provision of support, education and practical advice.**

**(B) To promote the wellbeing of families and carers of sufferers as listed in purpose (A), again through the provision of support, education and practical advice.**

## **2.0 Management**

As a small unincorporated group, the Group will be managed by a Committee whose Members will be appointed by the members each AGM. The Committee operating rules will generally reflect the approach to be taken if it were a Registered Charity.

## **3.0 Carrying out the Purposes**

In order to carry out the purposes, the Committee has the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the Group
- (3) co-operate with and support other groups and charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

## **4.0 MelaNoMore Membership**

Membership will be open to people affected by Melanoma and some other skin cancer conditions who are, or have been, treated at St Luke's Cancer Centre, Guildford, linked Hospital Trusts (Ashford & St Peters, East Surrey, Frimley Park and Clinics) or other hospitals in the catchment area. Members will be eligible if aged 18 and over. The Committee will hold, maintain, and keep secure a Membership List.

## **5.0 MelaNoMore Committee structure**

The Committee shall consist of interested people of all backgrounds and will be open to a mixture of Professional Staff working in the hospitals and to Lay Members who have had experience of Melanoma.

There shall be a maximum of 6 Clinical based staff members employed by the hospitals. These Members will be nominated and selected by the Clinical Lead and the existing Committee Members, to ensure a balanced clinical input.

There shall be up to 12 Lay Members at any time, with at least one representative from each hospital in which MelaNoMore has activity from time to time.

Committee Members will have a three-year term and may offer themselves for re-nomination at the following Annual General Meeting to their term ending.

## **6.0 Annual General Meeting**

- (1) The AGM must be held every year, with at least 14 days notice given to all members telling them what is on the agenda, including resolutions and special resolutions. Minutes must be kept of the AGM.
- (2) Every member has one vote. All members, family and friends are invited to attend the meeting, but only Members are entitled to vote.
- (3) The Chairman and Treasurer shall present the Annual Report and Accounts.
- (4) Any member may stand for election as a lay Committee Member. Members wishing to stand for election (or re-election) must advise the Committee one month prior to the AGM. Lay Committee Members may serve for 3 years before re-election. After 9 years' service, Committee Members must take at least one year's break before seeking re-election.

## **7.0 MelaNoMore Committee Meetings**

- (1) The Committee will meet a minimum of four times per year. Minutes will be kept of all meetings.
- (2) At their first meeting after the AGM they will elect a Chair, Treasurer, Secretary and Clinical Lead. The Committee will act by majority decision.
- (3) At least 3 Committee Members must be present at the meeting to be able to take decisions.
- (4) If Committee Members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (5) The Committee may co opt additional Members to its ranks as necessary during the year, but those positions will require ratification by the members at the next AGM.
- (6) The Committee may make reasonable additional rules to help run the Group. These rules must not conflict with this constitution or the law.

## **8.0 Money and Property**

- (1) Money and property must only be used for the group's purposes.
- (2) The Committee must keep accounts. The most recent annual accounts can be seen by any member on request.
- (3) Committee Members cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.
- (4) Money must be held in MelaNoMore's bank account. All payments above £25 must be authorised by 2 Committee Members.

## **9.0 General Meetings**

If the Committee consider it is necessary to change the constitution, or wind up the Group, they must call a General Meeting so that the membership can make the decision. The Committee 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 two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a recognised cancer charity with similar purposes to this Group.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) The committee may also call a General Meeting to consult the membership.

## **10.0 Communications**

All written communications may be made by letter or by email. Meetings may be held in person or by other approved electronic means.