



**CONSTITUTION
Of
Irvine and Troon Cancer Care
Reg. Charity No. SC014645**

www.irvineandtrooncancercare.org

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**Registered address:
Irvine and Troon Cancer Care
Heathfield House
5 Kilwinning Road
Irvine
KA12 8RR**



Type of Organisation

1. The organisation is a Registered Charity and has been one since 1st January 1992.

Scottish Principal Office

2. The principal office of the club is in Irvine Scotland (and will remain in Scotland).

Name

3. The name of the organisation is "Irvine and Troon Cancer Care"

Charitable Aims

4. The organisation's aims are:

- 4.1 Relieve the needs, suffering and distress, and welfare of persons living in the Irvine, Troon and the surrounding areas living with Cancer or a life-threatening illness so that their conditions of life may be improved. In furtherance of these objects but not otherwise the Charity shall seek to:-
- 4.2 provide transport, care and comfort to those in need of transport to attend hospital for consultations, treatment and therapy sessions
- 4.3 we would also provide transport for existing patients who were required to attend hospitals for non-cancerous treatment
- 4.4 provide introductions to self-help and other relevant organisations
- 4.5 provide any other services compatible with the aims and objects of the Group

Property

5. All property, heritable or otherwise, held by the Charity, shall be vested in the name of the Chairperson, Vice-Chairperson, Secretary and Treasurer, and their successors in office, as Trustees of the Group.
In the event of the Charity being disbanded, wound up or merged with a similar organisation no monies or property shall be disposed of without the consent of, and in accordance with the wishes of a majority of the volunteers. Each Charity committee member shall be asked to vote on the subject and will decide the disposal of the monies and/or property held by the Charity.



Office Bearers

6. The Office-bearers shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Co-ordinator who shall be elected at the Annual General Meeting, from volunteers of the Charity and shall be eligible for re-election each year.

Chairperson

7. The Chairperson shall be the principal officer of the Charity, and as such, shall chair all meetings of the Charity, and shall be in attendance, and represent the Charity at all other functions. Where this isn't possible the Vice-Chair or another committee member shall deputise. The prime duties of the Chairperson shall be to maintain, and enhance all aspects of the integrity and good name of the Charity within the Community, and ensure, by all means possible, the fulfilment of the aims and objects of the Charity as laid down in the Constitution. The Chairperson shall also be responsible for the recruitment of suitable persons as new volunteers.

Vice-Chairperson

8. The Vice-Chairperson shall give support to the Chairperson at all times, and deputise on such occasions when the Chairperson is not available. The main duties of the Vice-Chairperson are to work in partnership with the Treasurer in the raising of funds on behalf of the Charity. The Vice-Chairperson and Treasurer will be responsible for initiating, and organising all fund-raising activities. In addition to actively pursuing possible sources of grants, allowances and other means of finance.

Secretary

9. The Secretary shall be responsible for all communications on behalf of the Charity, including all publicity. He/she shall, in addition to attending and keeping a proper record of all meetings of the Charity, make such minutes available to each member. The Secretary shall also be responsible for giving requisite notice for all meetings to volunteers.



Treasurer

10. The Treasurer is charged with the financial affairs of the Charity, and shall keep proper Accounts, and the necessary books showing the true financial state and standing of the Charity. The Treasurer shall prepare the accounts for an annual independent check by a person who is not a committee or board member of the Charity to confirm that they are a true record of accounts before presentation to the volunteers at the Annual General Meeting for approval. The Treasurer will also be responsible to file all relevant paperwork to OSCR (Office of the Scottish Charity Regulator) A copy of such documents shall be made available to each member prior to the commencement of the meeting. At each monthly meeting of the Committee, the Treasurer shall prepare a summary of the previous month's financial transactions.

Co-ordinator

11. The Co-ordinator is responsible for arranging transport for patients as is required. A measure of discretion is allowed concerning patient and non-cancer patients and relatives and/or visitors subject to availability of transport.

Management

12. The Committee of Management shall consist of the Office Bearers and not less than four ordinary volunteers of the Charity who shall be elected at the Annual General Meeting, and who shall be eligible for re-election each year. The retiring Chairperson shall continue to be a member of the Committee if he/she wishes to continue on the committee.

The Management Committee shall have full powers necessary for the Management of the Charities business and affairs and shall be empowered to:-

- a) appoint such sub-committees to deal with such duties as they think fit.
- b) co-opt other volunteers of the Charity in order to fill any vacancies on the Management Committee.
- c) suspend from volunteering of, or expel from volunteering those whose conduct appears to them to endanger the character, interests, or good name of the Charity, or who acts in any way contrary to the terms of the Constitution.

Any such person shall have the right of appeal either in writing, or in person to the Management Committee whose final decision must be supported by a majority of two-thirds of those attending.



Volunteering

13. Volunteering for the Charity shall be open to any person living in Ayrshire who subscribes to the aims and objects of the Charity. Volunteering will only be granted to those having made written applications, supported by suitable references and are, in the opinion of the Committee, after interview deemed to be suitable persons for the purposes of the Charity. They must undergo a satisfactory Protecting Vulnerable Groups (PVG) check by Disclosure Scotland.

Dissolution

14. In the event of the dissolution of the Charity any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the volunteers of the Charity, but shall be given to North Ayrshire Cancer Care or given/transferred to a recognised charitable organisation(s) having objects similar to those of the Group.

Meetings

15. The Management Committee shall meet on the last Wednesday of each month. Five (5) committee members will comprise a quorum. The Secretary shall give at least five (5) days notice of such meetings.

The Annual General Meeting of the Charity shall take place on the last Wednesday of March each year for the purpose of:-

- a) electing Office Bearers and committee members of the Management Committee for the ensuing year.
- b) receiving and approving the Accounts and Balance sheet for the previous year and
- c) transacting any other business.

The Secretary shall give no less than fourteen (14) days notice for such meeting at which ten comprising of committee members and volunteers shall comprise a quorum.

The Financial Year of the Group shall end on 31st January



Constitution

No alteration shall be made to the Constitution and Rules of the Charity except at an Annual General Meeting, or at an Extraordinary Meeting called for that purpose. Notice of any proposed change to the Constitution must be submitted in writing, at least Fourteen (14) days before the Meeting, and the notice of such meeting shall give particulars of the proposed change. A majority of Two (2) thirds of the voting members is required for any change.

Trustee **Richard McLachlan**

Trustee **Gordon Rainey**

Trustee **Sandra McKinnon**

Trustee **Sylvia Bodys**

Date Certified as a True Copy _____