



## LIME TREE SURGERY CHARITY CONSTITUTION

### 1 **NAME**

The Charity's name is **LIME TREE SURGERY CHARITY** and is part of the Lime Tree Surgery Patient Participation Group (LTSPPG)

### 2 **THE PURPOSES OF THE CHARITY ARE: -**

The Group will endeavor to raise funds via the "**Lime Tree Surgery Charity**" (**LTS Charity**) to provide the Practice and Patients with services / equipment not financially covered by the NHS for the benefit of all patients. Hereinafter called the "**Charity Group**" representing all The Lime Tree Surgeries, hereinafter called the "**Practice**", which are based at Lime Tree Avenue, Worthing, West Sussex. BN14 0DL and Durrington Health Centre, Durrington Lane, Worthing, West Sussex. BN13 2RX and Lime Tree Phoenix, 4 the Waterfront, Goring-by-Sea, Worthing, West Sussex, BN12 4FD.

### 3 **MEMBERSHIP**

The Charity Membership consists of LTSPPG members. Members who support work of the charity and are aged 18 or over, can apply, at the Annual General Meeting (AGM) to become a Trustee for a vacant post.

### 4 **OFFICERS AND TRUSTEES**

The Charity Management Committee, hereinafter called "CMC," shall consist of a Treasurer, Chairperson and Secretary who are ex-officio members of the Charity and are elected at an AGM. In addition a minimum of 3 Trustees (one from each Practice), will be elected at a LTSPPG AGM to serve on the CMC for a 3 year rolling term. Any Trustee has the option to stand down at a LTSPPG AGM, before completion of their 3 year term. The CMC administer assets and money on behalf of the LTSPPG members.

The CMC reserves the right to remove an Officer or Trustee if they believe it is in the best interests of the Charity and LTSPPG. The person has the right to be heard by the CMC before the decision is made and they can chose to be accompanied by a friend. The final decision will be reported back to LTSPPG members within 30 days.

### 5 **CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes the CMC have the power to, with the agreement from the LTSPPG members:

- i) raise funds (e.g. surgery book clubs), receive grants and donations

- ii) apply funds to carry out the work of the charity
- iii) co-operate with and support other charities with similar purposes
- iv) anything which is lawful and necessary to achieve the purposes

## **6 ANNUAL GENERAL MEETING – AGM**

The LTSPPG AGM must be held every year, with 21 days notice given to all LTSPPG members telling them what is on the agenda. Minutes must be kept of the AGM.

- i) There must be at least 6 LTSPPG members present at an AGM.
- ii) Every LTSPPG member has one vote.
- iii) At this meeting the Chairman or Secretary shall present the annual report and the Treasurer shall present the annual accounts.
- iv) Any member may stand for a vacant Trustee position, who meet the criteria of **3.0**.
- v) LTSPPG members may chose to elect a minimum of 3 Trustees who are elected and serve on a 3 year rolling term, unless they stand down at an AGM or before.

## **7 CHARITY MANAGEMENT COMMITTEE (CMC) MEETINGS**

CMC must hold at least 3 committee meetings in each financial year.

At least 3 CMC members, which includes 2 Trustees, must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

If any CMC member has any conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

During the year, the CMC may appoint additional Trustees where they deem necessary. These additional Trustees may stand down at the next AGM.

The CMC may make reasonable additional rules to help run the Charity. These rules must not conflict with this Constitution or the law and these should be ratified at the next AGM.

## **8 MONEY AND PROPERTY**

Money and equipment must only be used for Practice and Patient purposes.

All assets bought by the CMC or inherited from other legacy charities will remain and be labelled the property of the Charity.

CMC must keep accounts. The most recent annual accounts can be seen by anybody on written request to the CMC Treasurer.

CMC members cannot receive any money or property from the Charity, except to refund reasonable out of pocket expenses.

Money must be held in the “Lime Tree Surgery Patients Group” charity bank account. All cheques must be signed by 2 CMC signatories who are registered with the Charities bank.

**9 MEETINGS**

If the CMC consider it is necessary to change the Constitution, or wind up the Charity, they must call a Meeting so that the LTSPPG members can be consulted. All LTSPPG members must be given 21 days notice and told the reason for the meeting. All decisions require a two-thirds majority. Minutes must be kept.

i) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

ii) **Changes to the Constitution** - can be made at an AGM or an EGM.

iii) **Extra General Meeting** – EGM may be called by written request, to the Secretary, containing signatures from 10 LTSPPG members.

iv) CMC may also call a Meeting to consult the LTSPPG members.

**10 CHARITY MANAGEMENT COMMITTEE OFFICERS & TRUSTEES SIGNATURES**

Lime Tree Surgery Charity Constitution was amended on the 01-04-2019 and accepted by LTSPPG and signed off by CMC on 01-06-2019. Updated with logo 08-03-20, Updated to include Phoenix 14-07-2020

**TREASURER**

Signed: \_\_\_\_\_

**CHAIRPERSON**

Signed: \_\_\_\_\_

**SECRETARY**

Signed: \_\_\_\_\_

**TRUSTEE**

Signed: \_\_\_\_\_

**TRUSTEE**

Signed: \_\_\_\_\_

**TRUSTEE**

Signed: \_\_\_\_\_