



LIME TREE SURGERY CHARITY CONSTITUTION

1 NAME

The Charity's name is **LIME TREE SURGERY CHARITY**

2 THE PURPOSES OF THE CHARITY ARE: -

The Group will endeavor to raise funds for the "**Lime Tree Surgery Charity**" (**LTS Charity**) to fund wellbeing initiatives for the benefit of the Practices 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 interest Lime Tree Surgery patients and staff who can apply via a process of self-nomination. 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 maximum of 3 Trustees (one from each Practice), will be elected at an AGM to serve on the CMC for a 3 year rolling term. Any Trustee has the option to stand down at an AGM, before completion of their 3 year term. Trustees are not able to hold an officer position at Lime Tree Surgery PPG.

The CMC reserves the right to remove an Officer or Trustee if they believe it is in the best interests of the Charity. 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 Lime Tree Surgery Charity members within 30 days.

5 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes the CMC have the power to:

- 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 Lime Tree Surgery Charity AGM must be held every year, with 21 days notice given to all Lime Tree Surgery Charity members telling them what is on the agenda. Minutes must be kept of the AGM.

- i) There must be at least 6 Lime Tree Surgery Charity members present at an AGM.
- ii) Every Lime Tree Surgery Charity 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) Lime Tree Surgery Charity members may choose 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 the purpose of supporting wellbeing initiatives for Lime Tree Surgery Patients.

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 Lime Tree Surgery Charity members can be consulted. All Lime Tree Surgery Charity 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 6 Lime Tree Surgery Charity members or by the CMC

iv) CMC may also call a Meeting to consult the Lime Tree Surgery Charity 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. Updated to amend trustee requirements on 23rd January 2025.

TREASURER

Signed: _____

CHAIRPERSON

Signed: _____

SECRETARY

Signed: _____

TRUSTEE

Signed: _____

TRUSTEE

Signed: _____

TRUSTEE

Signed: _____