Fife Kidney Support Group Scottish
Registered Charity No: SC 037210

CONSTITUTION

TITLE

The Group shall be known as Fife Kidney Support Group. The Group is for kidney patients resident or under renal treatment/supervision within Fife as members. It is also for carers and family members of Fife patients and those sympathetic to the group's aims and purpose as associate members.

OBJECTIVES

The objectives of the Group shall be: To assist Fife kidney patients by the provision (or assistance in the provision of) facilities and equipment, not provided by the health authority, as the trustees shall deem necessary; The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare with a view to improving the conditions of life for kidney patients who have need for such facilities; The raising of awareness in the general public of kidney disease and, in particular the donor scheme; Such other charitable purposes as the trustees shall in their absolute discretion determine. In furtherance of these objects the Group shall seek:

a) To form a liaison between the Group and the Hospital Staff concerned with our members, and to liaise with any other organisation that will benefit our members and further the objectives of the Group.

b) To support initiatives promoting organ donation

c) To raise funds in support of the above within the guidelines of local byelaws.

POWERS

The powers invested in the Management Committee are as follows:

a) To pay the expenses of administering the Group

b) To carry on any activities which further the objectives of the Group

c) To engage, as necessary, such consultants and advisers as are considered appropriate and for reasonable remuneration.

d) To effect insurance of all kinds and from any risk if applicable

e) To obtain, collect and accept grants, donations and legacies of all kind and to accept any reasonable conditions attaching to them

f) To make grants or donations or such other payments, in order to further the objectives of the Group. This does not include making loans of any description.

g) To delegate power in writing by the Chair to any Sub-Committee consisting of one or more Committee Members and such other persons as the Management Committee may determine. These delegated powers may be subject to such conditions as the Management Committee may impose and may be revoked or altered at any time.

h) The rules of procedure for any Sub-Committee shall be as prescribed by the Management Committee

i) In the event a hardship fund being set up for the benefit of members, the decision on payment of hardship or crisis grants to be delegated to an independent Sub-Committee subject to the guiding principles set out in Clause (f) and (g) above and the regulations applying to the relief of poverty.

j) To print, publish and issue, free of charge or otherwise any publication provided by the Group.

k) To advertise in any way necessary to procure and maximise donations or income, or to raise awareness of the Group or to further the objectives of the Group in any way.

MEMBERSHIP

Membership shall fall into two categories – (a) Member and (b) Associate Member

a) Membership shall be open to kidney patients residing or under renal care/supervision within Fife.

b) Associate membership shall be open to carers and family of members and to those who support the objectives of the Group.

APPLICATION FOR MEMBERSHIP

i) Those wishing to join the Group should do so by completion of the current Application Membership Form

ii) The Committee, may, at its discretion refuse to admit any person to the membership.

iii) The Committee shall consider each application for membership at the first Committee meeting held after receipt of the application. The Committee shall notify the applicant of its decision on the application within twenty-one days of the meeting.

iv)The Management Committee shall maintain an up-to-date register of members setting out the full name and address of each member and whatever details are necessary for the purpose of the Group. The register will be kept in accordance with the relevant Data Protection Legislation

v) Any decision taken to terminate membership of any individual shall only be taken for good and sufficient reason. The decision to terminate membership shall be taken by the Committee whose decision shall be the final.

MANAGEMENT

i) The full Committee shall comprise a minimum of five and a maximum of fifteen members to be elected at the Annual General Meeting (AGM) of the Group. This meeting will be held in May each year and a committee member's term of office will be from that date until the next AGM.

ii) The posts that must be filled shall be Chair, Treasurer and Secretary; these office bearers form the Management Committee and are the Trustees. The Committee may elect members to such other posts as felt necessary.

iii) A quorum shall be half (50%) of the elected Committee Members or which at least two shall be members of the Management Committee.

iv) At each Annual General Meeting, all Committee Members shall retire from office but shall then be eligible for re-election.

v) At each Annual General Meeting, Management Committee Members shall be elected by standing for election to a specific post.

vi) If a vacancy occurs between one Annual General Meeting and the next Annual General Meeting, the Committee shall have power to co-opt someone until the next Annual General Meeting.

vii) A member of the Committee shall automatically vacate office in the following circumstances: -

a) If they become debarred under any statutory provision from being involved in the administration or management of a charity.

b) If they are unable to fulfil the duties of office for medical reason due to the period of incapacity being expected to continue for a period of more than six months.

c) If they cease membership of the Group

d) If they are absent for more than three consecutive meetings of the Committee without apology and the Committee resolve to remove them from office.

viii) The Secretary shall maintain a register of Committee members setting out full name and address of each member of the Committee, the date on which each person became a Committee Member and the date on which any person ceased to hold office as a Committee Member.

MEETINGS

i)The business of the Group will be conducted at three types of meeting –

a) Annual General Meeting
b) Extraordinary General Meeting
c) Committee Meeting

These meetings may be held virtually where physical meetings are deemed unsafe by public authority. The Committee meetings may be held virtually at other times if that committee so decides.

ii) The annual General Meeting will be held each May, and the main business will be the election of the Committee. A request for nominations will be forwarded to all members twenty-eight days prior to the Annual General Meeting and nominations shall also be accepted from the floor. The Secretary assisted by appointed observers shall count the votes at the Annual General Meeting.

Iii) The Committee shall meet a minimum of nine times per year.

iv) An extraordinary General Meeting of the Group may be called either by the Committee or 20% of the members.

v) Twenty-eight days' notice is required to be given of all General Meetings. The notice must indicate the nature of any business.

vi) Business to be dealt with at the Meeting and in the case of any resolution must set out the terms of the proposal.

vii) At all Meetings of the Group or the Committee, the Chairperson shall take the Chair. In the absence of the Chairperson the Committee members shall elect a chairperson pro tem for the duration of that meeting.

viii) Constitutional matters may be dealt with only at the Annual General Meeting or at an Extraordinary General Meeting and no alteration shall take place unless it is passed by two-thirds majority of those present at such a meeting.

ix) Each member shall have one vote which must be made personally either by secret ballot or show of hands.

x) f there are an equal number of votes for or against any resolution then the status quo shall be maintained. In the event of an equal number of votes being cast in an entirely new situation the Chairperson shall have the casting vote.

xi) A resolution put to the vote shall be decided on a show of hands unless a secret ballot is demanded by the Chairperson or by at last two members present in person. A secret ballot may be demanded only before the show of hands takes place. The result of the vote shall be declared at the meeting.

xii) A guest may be invited by the Committee to attend and speak at any meeting but will not take part in any other business discussion or have voting rights.

PERSONAL INTEREST

i) A member of the Committee who has a personal interest in any transaction or other arrangement which the Group is proposing to enter into, must declare that interest to the Management Committee and abstain from any discussion or voting which may take place regarding said matter.

ii) A person shall be deemed to have a personal interest in a particular matter if any partner or other relative of theirs or any firm or company which they are connected with has a personal interest in the matter The member will have no vote and must withdraw from the meeting while an item of this nature is being discussed.

iii) No member of the Group may serve as an employee (full or part-time) of the Group, and no member of the Committee may be given any remuneration by the Group for carrying out their duties as a member of the Committee.

FINANCE

i) The Management Committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

ii) The treasurer shall hold a bank account in the name of the Group with a recognised banking concern. The Treasurer shall collect all sums due to the Group and make such payments as the Committee may direct.

iii) The Treasurer shall keep accurate records showing the financial transactions of the Group and shall make available a statement of accounts at Committee meetings and such other times as required by the Committee.

iv) The Treasurer shall prepare annual accounts as of 31 March complying with all relevant statutory requirements and submit account for audit to an appointed Auditor. The audited annual accounts shall be submitted to the Annual General Meeting for approval and adoption.

v) The signature of two out of three signatories appointed by the Management Committee shall be required in relation to all operations (other than lodgement of funds and online banking) on the bank accounts held by the Group.

MINUTES

The Management Committee shall ensure that Minutes are made of all proceedings at all Group Meetings. A minute of any meeting shall include names of all those present, and General Meetings shall be signed and dated by the chairperson. Guests shall also be invited to sign a Guests Attendance Record.

DISSOLUTION

i) If the Management Committee determines that it is necessary or appropriate that the Group be dissolved, it shall convene an Extraordinary General Meeting of the members for that purpose.

ii) If a proposal by the Management Committee to dissolve the Group is confirmed by a two-thirds majority of those present and voting the Extraordinary General Meetings convened under the above clause, the Management Committee shall have the power to dispose of any assets held on behalf of the Group, Any assets remaining after the satisfaction of debts and liabilities of the Group shall be transferred to some other charitable body or bodies having objects similar to those of the Group. The body or bodies to which assets are to be transferred shall be determined be the members of the Group at, or prior to, the time of dissolution.

iii) For avoidance of doubt, no part of the income of the Association shall (otherwise in pursuance of the Group's charitable objects) be paid or transferred (directly or indirectly) to members, either in the course of the Group's existence or on dissolution

ALTERATIONS TO THE CONSTITUTION

i) The Constitution may be altered by a resolution passed by not less than two thirds of those present and voting at an Annual General Meeting providing constitutional responsibility regarding meetings has been followed.

ii) No amendment may be made to the powers given to the Management Committee under Clause 4, or to Clause 9 paragraph three or to Clause 12 paragraphs two and three of the Constitution, if the effect of the amendment would be that the Group would cease to be a charity.

iii) For the purpose of this Constitution “Charitable” shall be interpreted as charitable within the meaning of Section 505 of the Income and Corporation Taxes Act 1988 (including any statutory amendment or re-enactment of the provisions of that Section) and “charity” shall be interpreted accordingly.

Approved and Certified as a true copy.

Name Stuart McGurnaghan

Address 30 Greystone Park, Glenrothes, KY7 4UL

Designation Chairperson

Signature 

Date 5th March 2025

Name Richard Sutcliffe

Address 153 Beatty Crescent, Kirkcaldy, Fife, KY1 2HT

Designation Treasurer



Signature

Date 5th March 2025