



Castaways UK

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The Constitution

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The Constitution

1. The name of the organisation shall be "Castaways UK"

2. OBJECTIVES

2.1.1 The objectives of the organisation shall be:

"To empower professionals with an interest in orthopaedics, trauma and casting by providing accessible, structured education in a cost effective way. This to be locally based but to provide support with a national network system which is relevant across the service provision.

It will aim to realise these objectives by:

2.1 The establishment of a network of proactive professionals who will run Castaways UK meetings within the organisation's guidelines.

2.2 Local meetings will be held in the Autumn.
Each meeting will be of a suitable duration for the subject matter and to suit local need.
Each meeting will have a main and a support speaker
Each meeting will have a common theme, this and the content will be confirmed by the Steering Group.

2.3 The whole membership will meet annually in the Spring.
This meeting will be in the form of a Conference which may last up to three days.
This meeting must have topics relevant to
Orthopaedic/Trauma and Casting Services.

This meeting will be organised by the Steering Group.

2.4 Sponsorship for all meetings will be approved by the Steering Group.

2.5 The organisation will strive to promote good practice through research based education and will encourage research/evidence led initiatives.

2.6 A register of members will be kept by the Steering Group

2.7 The organisation shall be non political and non sectarian.

3. MEMBERSHIP

3.1 Membership of Castaways UK shall be open, irrespective of sex, sexual orientation, political opinion, nationality, religion or race to all professional healthcare staff who work in the provision of Orthopaedic/Trauma and Casting Care.

3.2 Any person wishing to become a member shall submit an application form to the membership secretary including the membership fee.

4. PATRON

- 4.1 A Patron/Patrons may be invited by the Steering Group to serve Castaways UK in an honorary capacity. The Patron shall be a person supportive of the organisation and the professionals involved in the delivery or Orthopaedic/Trauma and Casting Care.

5. SUBSCRIPTION

- 5.1 The subscription shall be determined annually by the Steering Group.
- 5.2 The subscription shall be due on joining the organisation and thereafter on the first day of November each year.

6. RESIGNATION

- 6.1 A member shall cease to be a member if they give written notice to the membership secretary of their resignation.
- 6.2 A member whose subscription is more than two months in arrears shall be deemed to have resigned.

7. EXPULSION

- 7.1 The Steering Group shall have the power, with a majority vote, to expel a member when, in their opinion, such a person has been guilty of conduct prejudicial to the group or it would not be in the group's interest for that person to remain a member.
- 7.2 The process of expulsion will be included in the standing orders.

8. STEERING GROUP

- 8.1 The Steering Group shall consist of ten elected members who have been members of Castaways UK for a minimum of two years. Election for Steering Group members will be every two years.
- In addition there will be four executive officials: Chairperson, Vice Chair, Secretary and Treasurer who also must have been members for two years and election for these executive officials will be every three years.
- 8.2 Nomination for the Steering Group must be endorsed by a nominee and proposed and seconded by two current members of the organisation.
- This information must be available to the secretary not less than twenty eight days prior to the Annual General Meeting (AGM).
- 8.3 Voting for election to the Steering Group shall be done at the AGM.

8.4 In addition the Steering Group may co-opt such additional members as it may deem necessary.

9. COMPOSITION OF THE STEERING GROUP.

9.1 The Steering Group shall consist of:

Chairperson

Vice Chair

Secretary

Treasurer

10 Full members

9.2 Any casual vacancy arising due to resignation may be filled by the Steering Group by the co-option of a member however any member so chosen shall retire or stand for election at the next AGM.

10. STEERING GROUP MEETINGS

10.1 A minimum of four Steering Group meetings will be held annually and the Chairperson will set the date and venue for these meetings.

10.2 There shall be no less than twenty one days notice of these meetings.

10.3 Agenda items should be given to the secretary within twenty one days of the meeting.

10.4 The quorum for a Steering Group Meeting shall be four.

10.5 In the event of a no majority vote the Chairperson shall have the casting vote.

10.6 The Steering Group may appoint as necessary members to sub-committees, the Steering Group can delegate powers to such sub-committees as necessary.

11. ANNUAL GENERAL MEETING

The Annual General Meeting will be held at the Spring Conference. The business of the meeting shall be as follows:

To elect by ballot the Steering Group.

To receive the annual reports on the work and activities of Castaways UK during the previous year.

To consider the audited accounts of the previous year.

To appoint auditors for the coming year.

To transact any other business in the agenda.

11.1 Fifty six days notice of the AGM shall be given to members.

11.2 Items for inclusion in the agenda shall be made known to the secretary at least twenty eight days prior to the AGM.

Copies of the agenda shall be circulated prior to the meeting.

12. EXTRAORDINARY GENERAL MEETING

- 12.1 The Secretary of Castaways UK shall call an extraordinary general meeting when instructed by either:
- a) The steering Group
 - b) On receipt of a written request signed by not less than twenty members of Castaways UK, stating the nature of the business to be discussed.
- 12.2 The business of the extraordinary general meeting shall be limited to that specified on the notice of the meeting.
- 12.3 Fourteen days notice of an extraordinary general meeting shall be given to members.
- 12.4 The quorum for such a meeting shall be not less than twelve members.
The Chairperson or Vice Chairperson shall take the Chair for all general meetings.
- 12.5 In the absence of both these officials, the members present shall elect one member present to take the chair for that meeting.

13. ALTERATION OF THE CONSTITUTION

- 13.1 The Constitution may be altered or revised by resolution at an annual or extraordinary general meeting providing that the resolution is carried by at least two thirds of the members present at such a meeting.

14. STANDING ORDERS

- 14.1 The Steering Group shall have the powers to make, repeal and amend any such standing orders that they may from time to time consider necessary for the well being of Castaways UK which standing orders, repeals and amendments shall have effect until set aside by the Steering Group or at a general meeting.
- 14.2 The introduction of standing orders shall remain the sole responsibility of and be determined by the Steering Group.

15. FINANCE

- 15.1 All monies raised by or on behalf of Castaways UK shall be received by the Treasurer or an official or member designated by the Steering Group and deposited in the Castaways UK bank account.
If any person other than the Treasurer deposits money into the account the Treasurer must be informed of the transaction details.

The Steering Group shall authorise in writing the Chairperson, Treasurer and Secretary and one other person to sign cheques on behalf of Castaways UK.

All cheques will be signed by no less than two of the authorised, approved signatories.

The Chairperson, Treasurer and Secretary shall be allowed and authorised to have a debit card for the account, to be used for the purchase of items or services necessary for the running of the organisation.

Any monies not required for immediate use may be invested as the Steering Group, at their discretion, sees fit. The Steering Group shall not be liable, singularly or collectively for any loss incurred as a result of such investments.

15.2 The Treasurer shall keep proper accounts of the finances of Castaways UK.

15.3 The accounts shall be audited at least once a year by an auditor appointed by the Steering Group.

15.4 An audited statement of the accounts shall be submitted to the AGM.

15.5 The income of Castaways UK shall be applied only in the furtherance of the objects of Castaways UK and no part thereof shall be paid by way of bonus, dividend or profit to any member or employee of Castaways UK.

15.6 The Steering Group shall have the power to authorise the payment of expenses to any member or employee of Castaways UK.

The Steering Group also retains authority to pay appropriate remuneration to all employees of Castaways UK or persons rendering services thereto.

15.7 The financial transactions of Castaways UK shall be recorded in line with any standing orders of the Steering Group and which are determined and approved by the Treasurer.

16. DISSOLUTION

16.1 A resolution to dissolve Castaways UK can only be proposed at a general meeting and shall be carried out by a majority of at least two thirds of the members present.

16.2 The group would be dissolved from an agreed date from the general meeting of the members.

The Steering Group shall be responsible for the winding up of the assets and liabilities of Castaways UK.

- 16.3 Ant assets held by or in the name of Castaways UK shall be suitably dispersed after decision taken by the Steering Group with at least two thirds of the members present.
- 16.4 A copy of these decisions shall be sent to all members of the group.

STANDING ORDERS

1. FINANCIAL

All moneys raised by or on behalf of Castaways UK shall be deposited in a Bank account in the name of Castaways UK.

- 1.1 The Steering Group will authorise that the Chairperson, the Treasurer, the Secretary and one other Steering Group member will sign cheques on behalf of Castaways UK.
- 1.2 The Chairperson and membership Secretary shall be authorised and allowed to have a debit card to be used for the purchase of items and services necessary for the running of the group.
- 1.3 The Treasurer will keep proper accounts and hold a cash book for all financial transactions.
- 1.4 The Treasurer will resent quarterly financial reports to the Steering Group.
- 1.5 The accounts will be audited once a year, and presented to the AGM.
- 1.6 Ant monies not required for immediate use may be invested as the Steering Group, at their discretion, sees fit, and the Steering Group shall not be liable, singularly or collectively for any loss incurred by such investment.

2. MEMBERSHIP

An annual subscription is required from every member of Castaways UK with the exception of life members.

- 2.1 The subscription is due on 1 November each year.
- 2.2 All subscription monies will be paid into the Castaways UK account.

3. EXPULSION

Any person who believes that a member is, in their opinion, acting in a manner prejudicial to the good name of Castaways UK, or believes that it would not be in the interest of the group that the person remains a member, may make representation to the Steering Group using the following procedure:

1. A letter must be received from the complainant identifying the reason why they have cause for complaint, this can be directed to any member of the Steering Group.
2. This will be acknowledged in writing within fourteen days of it's receipt.
3. The person identified in the letter will also be informed of the complaint in writing within fourteen days, and a written response will be invited.
4. Following receipt of this the Steering Group will appoint four members of the Steering Group, who are acceptable to both parties, to consider the complaint and to reach a decision within twenty eight days of receipt of all relevant correspondence.
5. Their recommendation will be circulated in writing to all involved parties and consideration of this will be the first agenda item on the agenda of the next full meeting of the Steering Group.
6. Any appeal against this decision must be made at this meeting, and the decision of the full group at this meeting will be final.
7. The person making the appeal may bring a representative/support person with them.
8. Any decision made by the Steering Group will be circulated to all involved parties within seven days.