

Cambridgeshire Prostate Cancer Support Association

Rules

These Rules are made in accordance with the provisions of the Cambs PSA Constitution, Clause (4.17). The references in parentheses are to the relevant clauses in the Cambs PSA Constitution. On all matters relating to responsibility for the Charity's assets, the Financial Procedures appended shall be regarded as constituting part of the Rules.

1. Close relatives are first degree relatives – spouses, parents, siblings, and offspring (7.4 and 9 and 19.5)
2. Chair's Action: The Chairperson may take action at his own discretion in the name of the Charity only in exceptional circumstances. Whenever possible, he shall consult the Secretary and/or the Treasurer before taking such action. He shall report such action to the Secretary and/or the Treasurer as soon as possible. Chair's Action shall be reported and reviewed at the next following meeting of the Executive Committee (4.18)
3. Membership Fees: The level of membership fees for Ordinary Members and Member Organisations shall be reviewed annually by the Executive Committee (5.1)
4. Insurance: The Trustees shall ensure that the Charity is insured against losses and liabilities to third parties arising from acts properly undertaken in the administration of the Charity (4.21).
5. Business: All business and activities shall be conducted in accordance with the Cambs PSA Constitution and Rules. All members of Committee shall sign a written undertaking to abide by the Cambs PSA Constitution and Rules. The full name and charity number of Cambs PSA shall be clearly displayed on all leaflets, posters, and other publicity materials produced.

A Committee shall be set up of not less than three members, to be elected at the Annual General Meeting, of which at least two weeks' notice shall be given to members, and for which the quorum shall be ten members. The Committee may appoint Co-opted members, provided that the number of Co-opted members of the Committee shall not exceed the number of elected members. The Committee shall appoint a Chairperson, Secretary, and Treasurer.

Minutes shall be kept of General Meetings and Committee Meetings, which shall be confirmed at the next following meeting.

The Committee and Treasurer shall manage the assets in accordance with the Financial Procedures which are appended to these Rules.

6. Expenditure and Expenses: No expenditure or debts shall be incurred or funds borrowed by a member on behalf of the Charity and no claim for the payment of expenses shall be authorised except in accordance with the provisions of the Cambs PSA Constitution, the Rules, and the Financial Procedures appended to the Rules (12.2)
7. Voting at General Meetings: The Executive Committee may allow a postal vote for all Members or, at its discretion, for individual Members. Conditions for postal voting shall, where applicable, be set out in the notice of the meeting (19.3 and 19.4)

All votes at General Meetings will be counted by a show of hands, but any Member present may demand a ballot, in which case voting slips will be used (19.4)

Appendix to the Rules

Financial Procedures of the Cambridgeshire Prostate Cancer Support Association

1. Expenditure and Expenses: Wherever practicable expenditure of the Charity's assets incurred by a member on behalf of the Charity shall be authorised in advance by the appropriate Committee of the Charity or the Treasurer (12.2)
2. Financial Reporting: Financial Report shall be a standing item on the agenda of all ordinary meetings of Committees of the Charity.
3. Receipt of Income: All income received on behalf of the Charity shall as soon as is practical be paid into the appropriate bank account of the Charity.
4. Financial Administration - Assets: The Committee will be responsible for maintaining proper records of all assets, liabilities, income and expenditure on an accrual basis.

Documentation

The following documents/formats will be used for conducting the business of the Charity:

1. Letterheads, Compliments Slips, etc.: The Charity's name, "**Cambridgeshire Prostate Cancer Support Association**", should be shown in full on all official documents and formal communications. For minor documents and communications the Charity may be identified by its working name, "**Cambs PSA**". Where possible and practicable, "**Cambs PSA**" should be printed in colour Sea Green/Green.
2. Membership: Membership Application Forms provided by the Membership Secretary.
3. Executive Committee Membership: On appointment to the Executive Committee, Members must complete form **Cambs PSA1**.