



CONSTITUTION

AORTIC DISSECTION AWARENESS UK & IRELAND

UPDATED ON: 24th September 2020

1. Name

The name of the Association shall be **Aortic Dissection Awareness UK & Ireland**.

2. Aims

The aims of the Association shall be to:

- a) Support patients and their families in the UK & Ireland affected by Aortic Dissection.
- b) Raise awareness of Aortic Dissection in the UK & Ireland.
- c) Campaign for improved diagnosis and treatment for Aortic Dissection in the UK & Ireland.

3. Powers

In order to achieve its aims, the Association may:

- a) Establish patient and professional networks
- b) Publish materials on paper, audio, video and online
- c) Organise courses and events
- d) Represent Aortic Dissection patients in the UK
- e) Work with the NHS and other organisations and exchange information
- f) Raise money
- g) Open bank accounts
- h) Take out insurance
- i) Take any other lawful action that helps to achieve the aims of the Association

4. Membership

(a) Membership of the Association shall be open to any person over 18 or any organisation, living or located in the United Kingdom, interested in helping the Association to achieve its aims, willing to abide by the rules of the Association and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member of the Association and each member organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint a representative to attend meetings of the Association and notify the Association's Secretary of that person's name and contact details.

5. Management

(a) The Association shall be administered by a Management Committee of the Officers and not more than six other members elected at the Association's Annual General Meeting (AGM), plus the Association's Founder, Mr. Dan Burgess.

(b) The Officers of the Management Committee shall be the Chair and Vice-Chair, the Treasurer and Assistant Treasurer, and the Secretary and Assistant Secretary.

(c) The Association shall also appoint at least one, but not more than three, qualified Medical Advisors, who will be members of the Committee while they fulfil that role.

(d) The Management Committee shall meet at least four times a year.

(e) The Chair or Vice-Chair shall Chair all meetings of the Association.

(f) The quorum for Management Committee meetings shall be five members, including at least two Officers.

(g) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the chair of the meeting shall have a second vote.

(h) The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

(i) The Management Committee may co-opt another member of the Association as a Committee member to fill a vacancy, provided that the maximum number is not exceeded. Any co-opted members should be elected to the Committee at the next AGM.

6. Duties of the Officers

(a) The duties of the **Chair** are to:

- chair meetings of the Committee and the Association
- represent the Association at functions/meetings it has been invited to
- act as spokesperson for the Association when necessary

(b) The duties of the **Vice-Chair** are to support and assist the Chair in the fulfilment of their role and to undertake the duties of Chair on a temporary delegated basis, as and when requested by the Chair or by the Management Committee to do so.

(c) The duties of the **Secretary** are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Association, in consultation with the Chair or Vice-Chair

- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Association

(d) The duties of the **Assistant Secretary** are to support and assist the Secretary in the fulfilment of their role and to undertake the duties of Secretary on a temporary delegated basis, as and when requested by the Secretary or by the Management Committee to do so.

(e) The duties of the **Treasurer** are to:

- supervise the financial affairs of the Association
- keep proper accounts that show all monies collected and paid out by the Association

(f) The duties of the **Assistant Treasurer** are to support and assist the Treasurer in the fulfilment of their role and to undertake the duties of Treasurer on a temporary delegated basis, as and when requested by the Treasurer or by the Management Committee to do so.

(g) The **Treasurer** and **Assistant Treasurer** may open bank accounts on behalf of the Association, when requested to do so by a meeting of the Management Committee.

7. Election & Resignation of Committee Members

(a) Each Committee Member shall ordinarily be elected at an AGM of the Association, to serve for a term of three years.

(b) Resignations from the Committee can be notified to the Chair and Secretary at any time and should, if at all possible, take effect from the next AGM.

(c) At least six weeks prior to each AGM, the Secretary will write to all Members, inviting nominations for the Committee positions that will fall vacant at the AGM. Any Committee member resigning at an AGM because their three-year term of office has ended may, if they wish, offer themselves for re-election without needing to be nominated.

(d) At least fourteen days before each AGM, the Secretary will write to all Members with details of the nominations for each Committee role that will fall vacant at the AGM.

(e) When there is only one nomination for a Committee role, the Member will be elected at the AGM by a simple majority.

(f) When there is more than one nomination for a Committee role, the votes for each Member nominated will be counted and the Member with the most votes will be elected. In the event of a tie, the nominated Members shall be asked to agree which one of them should be elected. If they cannot agree, the Chair shall have a casting vote.

8. Finance

(a) Any money received by the Association shall be used only for the Association.

(b) Any bank accounts opened for the Association shall be in the name of the Association.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Committee.

8. Annual General Meeting

(a) The Association shall hold an Annual General Meeting (AGM) in the month of September.

(b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be ten members.

(c) The business of the AGM shall include:

(i) receiving a report from the Chair on the Association's activities over the year

(ii) receiving a report from the Treasurer on the finances of the Association

(iii) electing the Management Committee and

(iv) considering any other matters as may be decided.

9. Special General Meeting

A Special General Meeting may be called by the Management Committee or by one-third of members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group or charity with similar aims.

Adopted at an AGM of the Association and signed by the Chair on 24/09/2020:

