



Turner Contact Group Ireland

Constitution

- 1. Name:** The name of the body is **Turner Contact Group Ireland (TCGI)**.
- 2. Main Object:** The main object for which the body is established is **to provide information, education and support to women and children diagnosed with Turner Syndrome and their families.**
- 3. Subsidiary Object(s):** In furtherance exclusively of the foregoing main object, the body shall have the following subsidiary objects:
 - a. To liaise with voluntary organizations and charity groups which are of interest and benefit to the members of the Society.
 - b. To build relationships with medical professionals and all other professionals involved with the welfare and care of its members.
 - c. To create public, media and medical awareness of Turner Syndrome.
- 4. Powers.** To the extent that the same are essential or ancillary to the promotion of the main object of the body as heretofore set out the body may exercise the following powers:
 - a). To request grants from Pharmaceutical companies that are involved in growth hormone treatment for girls/young women with Turner Syndrome to fund printing costs of literature about Turner Syndrome and operation costs for our website.

b) To organise fundraising events, such as the Dublin Women's Mini Marathon to help subsidize the cost of registration and travel costs associated with attending International Turner Syndrome Conferences. The International conferences are a resource to learn about the latest research and development on medical issues affecting girls and women with Turners Syndrome. This information is then made available to all members of the Turners Contact Group via meetings and our website (www.tcgi.ie).

5. Rules include:

Quarterly committee meetings are held, open to all members, to discuss issues important to the running of the group.

An annual general meeting is held to present medical and/or psychological speakers pertinent to girls/women with Turners Syndrome and their families.

Annual General Meeting (AGM)

The Society shall hold an Annual General Meeting each year. All other General Meetings are deemed to be an Extraordinary General Meeting. No more than fifteen months shall elapse between the date of one Annual General Meeting and the next. Those entitled to attend and vote shall be full members only as recorded in the Secretary's Register.

- a. The members present at the Annual General Meeting shall have the following powers: -
 - (i) To elect the officers and committee of the Society;
 - (ii) To review and approve the Society's accounts;
 - (iii) To adopt the Society's policies; and
 - (v) To revise the Society's Rules, subject to the provisions of paragraph 10 below.

NOTICE OF GENERAL MEETINGS:

- a. General Meetings shall be called with at least 21 days notice in writing, the notice exclusive of the day on which it is served or deemed to be served and exclusive of the day of the meeting and it shall specify the place, the day and the hour of commencement of the meeting. Such notice to be served on all members of the Society.
- b. The accidental omission to furnish notice to a meeting or the non receipt of a notice to a meeting by any person entitled to receive such notice shall not invalidate the proceedings of the meetings.

PROCEEDINGS OF GENERAL MEETINGS:

At the AGM, the following will be presented;

- a. The minutes of the previous AGM and the Annual Report of the Association presented by the Secretary.
 - b. Statement of Accounts by the Treasurer.
 - c. Chairperson's Address
 - d. Election of Committee and Officers.
 - e. Any other business
- a. The Chairperson of the Society's Committee shall preside as Chairperson of every General Meeting of the Society. If, for some reason, the Chairperson is not present, the Society's Committee shall elect one of its numbers to chair the meeting.
 - b. Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.

Voting

- a. At any General Meeting a resolution put to vote at the meeting shall be decided on a show of hands unless a poll is demanded and the declaration by the Chairperson that a resolution has, on show of hands, been carried as sufficient. An entry to that effect in the book containing the minutes of the proceedings of the meeting shall be conclusive evidence of the fact without proof of the number of proportion of votes recorded in favour and against such a resolution.
- b. If a poll is demanded, the result of the poll shall be deemed to be a resolution of the motion for which the poll is demanded.
- c. If there is an equality of voters whether on a show of hands or on a poll, the Chairperson of the meeting which takes place shall be entitled to a second or casting vote.

Membership shall be open to: women and children diagnosed with Turner Syndrome, parents of children with Turner Syndrome and their families.

An Executive Committee (“the Committee”) shall be responsible for the overall management of the Society’s business.

The Committee shall appoint the following: Chairperson, Secretary, Assistant Secretary and Treasurer.

All Committee Members shall retire each year at the Annual General Meeting, but shall be eligible for re-election.

The duties of the committee will include:

- a. To elect the officers and committee of the Society;
- b. To work to further the objectives of the Society.
- c. To meet regularly (at least 4 times a year).
- d. To ensure members are kept informed.
- e. To manage the finances.
- f. To agree on a fundraising strategy.
- g. To approve 3 members i.e., the Chairperson, Secretary, and Treasurer as cheque signatories and all cheques must have two signatures to be valid.
- h. To make sure the organization stays within the law.
- i. To make sure that all funds raised and donations received in the name of the Society are used for the Society’s approved purposes.
- j. The Committee should consist of at least 4 people. This number may be increased by the Society but must be approved at an AGM, by a majority of two thirds of the members present at the AGM.
- k. Any Member shall be entitled to stand for election as a member of the Committee for a term of one year. Prior to election, each member who wishes to sit on the Committee must indicate in writing his or her willingness to stand for election to the Committee.
- l. The Committee may delegate any powers it has to subcommittees consisting of such members of the Committee as it sees fit. Any subcommittee so formed shall, in the exercise of the powers so delegated, conform to new regulations imposed on it by the Committee and shall be the subject at all times to the control of the Committee.

- m. The Committee shall maintain minutes of all its meetings and any subcommittee appointed by it. These minutes shall be made available to all members on request.
- n. Any officer or member of the Committee will cease to be a member and can be substituted in any of the following circumstances: -
 - (i) On death or mental incapacity;
 - (ii) On resignation by writing to the Committee Secretary;
 - (iii) If indicted and convicted on an indictable offence or a serious misconduct as determined by the Committee;
 - (iv) If absent from four consecutive meetings without permission or without having been excused by the Committee.

The role of the chairperson is to provide leadership to the Committee and to ensure the group operates efficiently, effectively and orderly.

The duties of the chairperson include:

- a. To represent the organization
- b. To act as a spokesperson for the group.
- c. To assist in managing the group/organizations affairs.
- d. To prepare the agenda for meetings.
- e. To chair committee meetings and the Annual General Meeting.

The duties of the secretary include:

- a. To attend committee meetings.
- b. To take, write and circulate minutes.
- c. To inform the membership of the AGM by posting all necessary notices.
- d. To prepare the agenda (with the chairperson)
- e. To prepare an annual report on behalf of the Committee for approval by the Committee prior to the AGM.
- f. To ensure that appropriate information is obtained and provided for committee members before the meeting.
- g. To keep records of full membership and to keep them informed of events

etc within the Society.

The duties of the Treasurer include:

- a. To keep accurate, up-to-date financial records of all income and expenditure.
- b. To check bank statements and reconcile them with the current account book on a regular basis.
- c. To ensure that bills are paid promptly
- d. To prepare annual (projected) budgets.
- e. To produce end-of-year accounts - or arrange for these to be completed and externally examined, in line with statutory requirements, and the group's constitution, and to present them at the Society's AGM.
- f. To communicate with the bank, including ensuring that Bank statements are regularly received and kept safely and that cheque signatory mandates are kept up-to-date.
- g. To report regularly to the committee on the financial situation.

6. Income and Property

The income and property of the body, shall be applied solely towards the promotion of its main object as set forth in this Constitution. No portion of the body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the body. No Officer shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However, nothing shall prevent any payment in good faith by the body of:

- a) reasonable and proper remuneration to any member of the body (not being an Officer) for any services rendered to the body;
- b) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the body to the body;
- c) reasonable and proper rent for premises demised and let by any member of the body (including any Officer) to the body;
- d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the body;

e) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

7. Winding-up

If upon the winding up or dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the body under or by virtue of Clause 6 hereof. Members of the body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

8. Additions, alterations or amendments

No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

9. Keeping of Accounts

Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

Signed: Signed:
Chairperson Secretary

Signed: Date.....
Treasurer