



Object and rules of the Friends of the Mary Hewetson Hospital, Keswick

(last amended 3 April 2018)

1. Preliminary

The Friends are a group of persons, resident in the Keswick area, who subscribe to the Object and Rules and perform any consequential duties without remuneration.

2. Object

The object of the Friends is:

To provide amenities for the patients and staff of the Mary Hewetson Hospital, Keswick.

3. Membership

3.1. Membership is by invitation and by approval of the Friends in committee

3.2. The membership shall include the Community Manager of the hospital and the most senior general practitioner in the Keswick area or their nominee.

4. Officers and committee

4.1. The business of the Friends shall be conducted and managed in committee. The committee shall consist of the full membership.

4.2. The Officers of the Committee shall be a Chairman, Vice-Chairman, Treasurer and Secretary. No person shall be an Officer of the Committee who is not a member of the Friends. The officers shall be appointed by the Committee and may be removed from office at any time by the Committee.

4.3. At least four meetings of the Committee shall be held in each calendar year, one of which shall be the Annual Report Meeting (A.R.M.).

4.4. Questions arising at any meeting shall be decided by majority vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.

4.5. The quorum necessary for the transaction of business shall be eight.

5. Annual meetings

- 5.1. An Annual Report Meeting (A.R.M.) of the Committee shall be held in each calendar year during the first week in November. Laid before the Committee shall be an audited statement of accounts and an annual report of the Friends' activities.
- 5.2. The accounts shall be based on a calendar year ending 30th September in a form acceptable to the Charity Commissioners, with whom a copy of the accounts and associated annual report must be filed.
- 5.3. The annual report shall be based on the same calendar year and include both a review of progress and achievements during the year, and also a review of the financial transactions and financial position in relation to future plans and commitments.
- 5.4. An Annual Public Meeting (A.P.M.) shall be held subsequent to the Annual Report Meeting and not later than four weeks thereafter. The Chairman of the meeting shall be the Chairman of the committee.
- 5.5. The secretary shall give at least 21 days notice of the date of the Annual Public Meeting by announcement in the Keswick Reminder.
- 5.6. Laid before those members of the general public attending the A.P.M. shall be copies of the annual accounts and annual report, summarised where appropriate.
- 5.7. Minutes of the A.P.M. shall be taken down by the secretary both for the record and for discussion in committee.

6. Finances

- 6.1. Moneys of the Friends not immediately required for the purposes of the Friends may be invested or reinvested by the treasurer after agreement by the Committee.
- 6.2. The suitability of investments shall be reviewed annually by the Committee and the conclusion added to the annual report.
- 6.3. Cheques drawn on behalf of the Friends shall be signed by the Treasurer and the Chairman or such other persons as the Committee may from time to time determine.
- 6.4. The Auditor shall be a person qualified to the standard required in the Charities Act 1992 and subject to annual appointment by the Committee. Proper remuneration may be paid to the auditor.



7. Provision for dissolution

Upon dissolution of the Friends the surplus assets of the Friends remaining after the satisfaction of all debts and liabilities shall not be paid to nor distributed among the Friends. They shall be given or transferred to such charitable institution or institutions as the Friends shall determine with the approval of the Charity Commissioners.

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