

TAMAR AREA PROSTATE SUPPORT (TAPS)

CONSTITUTION

1. Establishment: TAPS was established in September 2018 under the auspices of Tamar Valley Health General Practice. TAPS is an independent organisation but has a functional link to TVH.
2. Purpose of TAPS: TAPS aims to
 - a. provide (non-medical) support to anyone in the prostate cancer process from diagnosis through treatment to after effects
 - b. raise awareness of prostate cancer in the Tamar area to encourage men to have regular checks for the disease
 - c. raise funds for organisations carrying out research into prostate cancer
3. Membership: Membership is open to any male in the prostate cancer process and to their wives/partners/friends. All are welcome and there are no membership conditions for joining the group. Attendance at meetings is free.
4. Communication with Members: Normally regular communication with members will be by email. Occasionally members may be contacted by post. It is therefore expected that members give consent to TAPS to hold contact information both electronically and in hard copy solely for use by TAPS for communication. The information will not be divulged to third parties and will not be used for commercial purposes.
5. Meetings: Meetings will normally be held monthly on the fourth Wednesday of the month from January to June and August to November. The duration is normally up to two hours from 6.00pm and the venue is normally Callington Town Hall. Exceptional circumstances such as the Covid pandemic may cause meetings to be virtually by Zoom.
6. Governance: Ultimate responsibility for the well-being, continuity and probity of TAPS lies with its members which is exercised primarily through an Annual General Meeting to be held in September or October each year. However Special General Meetings may be called at any time (with one month's notice) when requested in writing by at least 10 members. Regular management of TAPS is the responsibility of the Steering Group whose Officers and Members shall be elected annually at the AGM. Decisions shall be made by simple majority voting. In the event of a tie, the Chair has a casting vote.
7. Steering Group: The Steering Group consists of the TAPS Chair, Secretary, Treasurer and up to 5 other members, ie a maximum of 8 elected members. The Steering Group shall meet at least bi-monthly. The remit of the Group is to manage the affairs of TAPS such that the membership numbers remain sustainable, that an interesting programme of monthly meetings (and possibly other events) is provided, and that the finances and other management activities of TAPS are properly run.

8. Financial Management: Funding is necessary to meet costs of room hire and other meeting expenses, of visiting speaker travel, of publicity materials and other administrative expenses. The Treasurer shall have control over TAPS finances subject to oversight by the Steering Group. A bank account is established at the Treasurer's address with 4 signatories from the Group but any two of whom may sign cheques. The Treasurer shall present a draft financial report every 4 months to the Steering Group (November, March, July) and a full report to the AGM.
9. Confidentiality and social behaviour: By becoming members of TAPS, individuals agree to the confidentiality of discussions with other TAPS members either in meetings or elsewhere, and to behave so as to respect the other members and their views.
10. Dissolution of TAPS: In the event that an AGM or SGM decides that TAPS should be dissolved, the meeting shall formally make a resolution to that effect. The reasons may include declining sustainability in terms of dwindling membership numbers or numbers attending meetings, or inability to appoint Officers and a Steering Group, or lack of financial viability. The meeting shall resolve that TAPS assets including monies shall be gifted to TVH Patient Participation Group (PPG) which is the founding body of TAPS. In the event that the PPG no longer exists, the assets shall be gifted to the TVH Practice.
11. This constitution may only be altered by a simple majority decision at an AGM or SGM.

Version 4 (subject to AGM approval)

15 February 2021