



The Master Surgeon Trust Constitution

1 NAME

The charity's name is **The Master Surgeon Trust**

SUB 1.1 THE LOGO

The logo of **The Master Surgeon Trust** is as displayed below:



2 THE PURPOSES OF THE CHARITY ARE:-

- a. The advancement of undergraduate and postgraduate, medical and surgical education locally and internationally
- b. The advancement of health and the saving of lives by educating and better training the medical and surgical work force locally and internationally
- c. Organize courses and projects locally and internationally in order to full fill the said purposes in **a.** and **b.**
- d. Provision of all services at zero cost for the end users with the exception of some courses where costs may need to be covered.
- e. Raise money for research
- f. Support other charities and organizations with similar interests
- g. Support, organize other humanitarian, educational, healthcare and social projects locally and internationally.

3 TRUSTEES

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

SUB 3.1 THE COMMITTEE

The trustees will be elected into the following positions of the committee at the AGM and will be in said position;

Position	Role
a. Chairman	The executive leader of the organization, governing and overseeing the organizations projects, events and delegating tasks to the other committee members. Should be present during at least two trustee meetings in a year and will naturally chair each meeting or may delegate as appropriate. Cannot be appointed as a director.
b. Vice chair	Assist the chairman in /her role. Has the authority and duty to take responsibility for the organization in the absence of the Chairman. Assist the Moderator of Content, Coordinator and Publicity representative in his/her role. Should be present during at least two trustee meetings in a year. Can be appointed as a director. Cannot hold other executive committee position during same term.
c. Associate vice chairman	Assists the vice chairman in his/her role. Has the authority and duty to take responsibility for the organization in the absence of the Chairman and Vice Chairman. Assist the Coordinator and Publicity representative in their roles. Should be present during at least two trustee meetings in a year. Can be appointed as a director. Cannot hold other executive committee position during same term.
d. Secretary	Manage and maintain records of the organization. Keep minutes during all meetings of the organization. Track the organizations' compliance with the Charities Act of 2006. Should be present during at least two trustee meetings in a year. Can be appointed as a director and or stand for election for position f: Moderator of content, coordinator and publicity representatives where no other candidates available.
e. Treasurer	Manage the finances of the organization. Keeping accounts. Making a financial report for the next annual general meeting. Submitting information on financial returns to Her Majesties Revenue and Customs Service for the respective tax year. Should be present during at least one trustee meetings in a year. Can be appointed as a director and or stand for election for position f: Moderator of content, coordinator and publicity representatives where no other candidates available.
f. Moderator of content , Coordinator and Publicity	Coordinate the various projects and events organized by The Trust. Moderate content submitted for publication on the website. In charge of promoting the organization and its' events.

Each trustee should only stand election for one executive committee position during any given term. Some executive committee may be allowed stand election for more than one role where no other candidates available provided the position allows dual committee position holding power (see above).

Any member of The Master Surgeon Trust can stand for election for an executive committee position at the AGM. Intentions should be made aware to the current secretary at least 4 weeks in advance to the next AGM.

SUB 3.2 THE BOARD OF DIRECTORS

The trustees may appoint board of directors at or immediately following each AGM who will manage the respective content areas of the trust and website.

Any member of The Master Surgeon Trust may apply for a director position and should do so once as soon as a job becomes available

The chairman, vice chairman and associate vice chairman will review the application (provided they are not applying for the same position)

New director positions may be created at the AGM where deemed appropriate and approved by majority vote.

The term for each director is 12 months from the date of appointment (not necessarily date of AGM) if appointment made after the last AGM.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 MEMBERSHIP

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 1 year and may be renewed. The trustees will keep an up-to-date membership list.

At present membership is free

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 5 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

