

KERATOCONUS SELF HELP AND SUPPORT ASSOCIATION  
(known as the Keratoconus Group)

CONSTITUTION

Title

1. The name of the Association shall be “The Keratoconus Self Help and Support Association” hereinafter referred to as “the Group”.
2. Keratoconus is an eye condition affecting the cornea. Hereinafter, the term “keratoconus” shall include the associated diagnoses keratoglobus and pellucid marginal degeneration and a “person with keratoconus” shall include someone whose affected corneal tissue has been replaced by transplantation.

Objects

3. The object of the Group shall be the provision of support, information and mutual assistance for persons with keratoconus, primarily in the United Kingdom and in particular:
  - a. the encouragement and promotion of mutual support and cooperation between people with keratoconus;
  - b. the encouragement, stimulation and promotion of interest, education and research into and concerning keratoconus generally;
  - c. establishment, maintenance and support of communication with people with keratoconus generally, and also similar or related groups, associations and charities;
  - d. establishing and maintaining communication with and representing the interests of the Group to those dealing with the treatment and management of keratoconus, including medical and healthcare services, suppliers of contact lenses and related products, suppliers of assistive technology, providers of legal, benefits or welfare services, and advisors on coping and independent living techniques;
  - e. support, cooperation and assistance, whether voluntary, by fundraising or otherwise for and with research projects into aspects of keratoconus and contact lens development;
  - f. combating discrimination against those with less than 20/20 vision stop

Membership

4.
  - a. Membership of the Group shall be open to all people with keratoconus, relatives and friends of people with keratoconus and all other people who have an interest in keratoconus and who support the objects of the Group. The members shall be all such people who have declared and not cancelled their wish to be a member and supplied their contact details to the Group and who have paid any subscription that may be determined under clause 9.

- b. The Committee may exclude from membership any person whose actions are contrary to the object of the Group.

#### President

5. The Group may invite a person who is eminent in their field, involved with keratoconus, and who supports the objects of the Group, to be the Honorary President. The Honorary President is entitled to receive notification of Committee and subcommittee meetings and to attend and speak at such meetings.

#### Committee

6.
  - a. There shall be a Committee responsible for organising the activities of the Group. It shall consist of up to 12 members.
  - b. The Committee shall meet at least four times a year.
  - c. The Committee shall have the power to appoint or dissolve subcommittees from amongst members of the Group to further any of their functions provided that any such subcommittee shall make full and regular reports back to the Committee itself. Such subcommittees may co-opt additional members of the Group to serve on them.
  - d. No business shall be transacted at a meeting of the Committee or any subcommittee unless a quorum is present. In the case of the Committee a quorum shall be at least three members provided they shall include at least one of the Chairperson, Vice Chairperson, Secretary or Treasurer. In the case of a subcommittee the quorum shall be such number as the Committee may designate.
  - e. At any meeting of the Committee or any subcommittee in the event of an equality votes the chairperson shall have a second or casting vote.

#### Election of Committee

7.
  - a. Committee members shall be elected from amongst members of the Group at the Annual General Meeting. They shall be eligible for re-election each year save that after a period of seven consecutive years or such other period as the Annual General Meeting may from time to time determine, there must be a period of at least one year before they can be re-elected again.
  - b. Nominations for members of the Committee may be made in writing in advance of, or in person at, the Annual General Meeting. All nominations shall have a proposer and seconder and confirmation that the person nominated is willing to serve.
  - c. Where contested the election shall be determined by ballot at the meeting.
  - d. Members shall be removable from the Committee only by a resolution approved by majority of the Group's members

present and voting at either an Annual General Meeting or a Special General Meeting of the Group.

#### Officers

8.

- a. The Committee shall, at its first meeting after the Annual General Meeting, elect from among its members a Chairperson, a Vice Chairperson, a Secretary and a Treasurer.
- b. No officer shall be eligible for re-election to the same post for more than five consecutive years save that this provision may be varied by resolution of the Committee.
- c. Officers may be removed from office by a resolution of the Committee stop

#### Subscriptions

9. An Annual or Special General Meeting may resolve that a subscription shall be paid by Group members and determine the amount and due date of such subscription. Subscriptions to the Group may be used to cover expenses and any balance in hand may be applied towards achieving the objects of the Group and projects and activities related thereto.

#### Finance, Accounts and Audit

10. The Treasurer shall keep accounts of income and expenditure of the Group which shall be made up to 31 August each year. The Group shall have a bank account in the name of the Group. Cheques drawn on this account shall be signed by and electronic transactions authorised by any two of four signatories selected from time to time by the Committee from amongst its members.
11. Subject to statutory requirements, the Committee shall, at least once a year, cause the Group's accounts to be independently examined and their correctness ascertained.

#### General Meetings

12.

- a. The Annual General Meeting shall be held each year during March on a date fixed by the Committee.
- b. Notice of the Annual General Meeting must be sent by the Secretary to all Group members at least 21 days in advance, giving details of the date, time and venue, Committee vacancies and the procedure for nominations.
- c. The Annual General Meeting shall receive the accounts, receive a report on the year from the Committee, elect the Committee and consider any policy resolutions proposed by members.

13. A Special General Meeting may be convened at any time by the Committee and shall be convened on request in writing to the Secretary by 25 members or 15% of ordinary members of the Group (whichever is the less) stating the purpose for which it is to be held.

Any such meeting shall be held within 30 days of the request and not less than 14 days' notice of such meeting shall be given to members.

14. If any accidental failure to give due notice of any General Meeting to any member or members is discovered, the Committee may continue to act upon the decisions made at that General Meeting, and shall report the anomaly to the next duly convened General Meeting and seek ratification of the decisions made.

#### Regional and Special-Interest Groups

15. The Group may operate Regional or Special-Interest groups for members in particular geographic areas, or concerned with particular aspects of living with keratoconus. One representative of each such group may attend Committee meetings and claim reasonable expenses the so doing.

#### Amendment and Dissolution

16. This constitution may be altered or the Group dissolved only at a General Meeting of the Group. Proposals from members must be submitted in writing and received by the Chairperson at least 14 days before the Annual General Meeting of the Group or must accompany the request for a Special General Meeting so that they may be included on the agenda. Alterations to the constitution shall require a two thirds majority and dissolution a three quarters majority of those present and voting.

#### Disposal of Assets on Dissolution

17. Any assets remaining on dissolution of the Group after satisfying any outstanding debts and liabilities shall not be distributed amongst the Group members but will be given to Moorfields Eye Hospital League of Friends for the general purposes of the hospital or such other purposes as are exclusively charitable in law. If, at the time of dissolution, the last-mentioned organisations have ceased to exist, then any remaining assets of the Group should be transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the members of the Group shall determine or failing that shall be applied to some other charitable purpose.

#### Charity Requirements

18.
  - a. Nothing in this constitution shall authorise an application of property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005.
  - b. On dissolution of the Group, a copy of the statement of accounts, or account and statement, the final accounting period of the Group must be sent to the Charity Commissioners.

