



The Mid-Western Cancer Foundation Ltd., Cancer Support and Information Centre,  
Mid-Western Regional Hospital, Dooradoyle, Limerick  
T: 061 210979 M: 085-1261188 [www.mwcf.ie](http://www.mwcf.ie)

## **Constitution of the Mid-Western Cancer Foundation**

**Company Name:** Mid-Western Cancer Foundation Limited

**Registered Company No:** 12345678

**Registered Charity No:** CHY14780

**Address:** Cancer Support and Information Centre,  
Mid-Western Regional Hospital,  
Dooradoyle,  
Limerick, Ireland.

**Telephone:** 061 210979

**Mobile:** 085 126 1188

**Website:** [www.mwcf.ie](http://www.mwcf.ie)

This document outlines the formation and responsibilities of the Mid-Western Cancer Foundation Ltd, henceforth referred to as 'the company'. The constitution is laid out in separate sections and agreed and certified by all company members on the final page.

**Company Objective:**

To provide holistic care for patients & supporting research in the Mid-West Region.

**Subsidiary Objectives:**

The Mid-Western Cancer Centre provides cancer treatment and a wide range of ancillary supports for patients from the counties of Clare, Limerick and Tipperary N.R. The vast majority of the staff are employed by the Health Service Executive, who also provide a yearly budget towards cancer services.

Many members of the public in those three counties chose to supplement this budget by fund-raising and making donations in appreciation of the services provided. It is an objective of this company to ensure that any such monies are managed and monitored in a transparent manner, and to ensure that resulting resources are invested appropriately and efficiently.

The company aims to use funds generated to provide holistic care for patients and support research in the Mid-West Region. The company endeavours to help make the patient journey as comfortable as possible. We emphasise the importance of research and pledge a significant percentage to that end in the aim of improving cancer prevention rates and cancer survival rates.

The company not only promises to use effectively the resources at its disposal, but also to capitalise on any opportunities that may exist to raise extra funds for our main objective.

The company undertakes to work with the H.S.E., Revenue Commissioners, Patient Groups, cancer-related charities and other relevant statutory authorities to ensure legal and corporate compliance in distributing the resources.

**Section 1 – Company Formation**

1.1 The Company will consist of an agreed number of Company Directors (C.D.s)

1.2 One Director must be elected as Company Chief Executive Officer (Chairperson) and a second as Company Secretary (C.S.).

1.3 The Chief Executive Officer (C.E.O.) is responsible for chairing meetings and has the casting vote in the event of a tied vote.

1.4 The Company Administrator (C.A.) may combine the roles of treasurer and secretary

1.5 The Company has commenced with eight C.D.s and reserves the right to maximise membership to twelve and minimise membership to five.

## **Section 2 – Company Rules**

2.1 The Company has been established for the purposes expressed under Company Objectives and Subsidiary Objectives

2.2 The Company must meet at least four times a year and hold one Annual General Meeting (A.G.M.).

2.3 Meetings must be minuted and agreed by all C.D.s

2.4 An Emergency General Meeting (E.G.M.) may be called by any C.D. giving at least two working days notice to all other C.D.s, and stating the reason for the E.G.M.

## **Section 3 – Meeting Rules**

3.1 No business should be transacted at any meeting unless a quorum of 50% of the C.D.s is present.

3.2 The C.E.O. and Company Secretary cannot be replaced at meetings without having given prior written notice to all other C.D.s of the C.D. they wish to designate as a replacement for the purpose of the single meeting.

3.3 Non C.D.s can be invited to attend meetings if areas of particular interest warrant their attendance, once notification is given in advance to all other C.D.s.

3.4 An agenda must be circulated in advance of all meetings to all C.D.s

3.5 The agenda must be written on company paper and contain the following:

- (a) date, time and location of meeting
- (b) 'Agenda' heading
- (c) 1. Minutes of Previous Meeting
- (d) 2. Matters Arising
- (e) 3. Financial Transactions and Update
- (f) Individually numbered items for discussion
- (g) Penultimate item: Any Other Business
- (h) Final item: Agree Date and Time of Next Meeting

3.6 The C.E.O. is empowered to chair the meeting and to delegate this function to any C.D. present

3.7 The C.S. is responsible for minute taking but can delegate this function in the event of having to leave the meeting early.

3.8 The process to introduce a new C.D. commences once the individual is proposed by one C.D. and seconded by another in a New Member Motion (N.M.M.).

3.9 The new designate C.D. is accepted if at least 75% of those present vote to ratify.

3.10 The process to eject a C.D. from the company commences once an Ejection Motion (E.M) is proposed by one C.D. and seconded by another present.

3.11 The motion is carried if at least 75% of those present ratify it.

3.12 The signatures on this constitution must be updated by the new C.D. complement immediately after a N.M.M or E.M. is carried.

## **Section 4 – Financial Transactions**

4.1 Each constitution signatory has the right to seek an updated company bank account statement at any time.

4.2 Each C.D. is not permitted to personally gain financially from being a member of the company.

4.3 The company must agree to establish the following on an ongoing basis:

- (a) signatories to sign company cheques
- (b) signatories to sign the company credit card
- (c) limits for single certification
- (d) limits for dual certification
- (e) limits for triple certification
- (f) limits that require a company meeting to ratify

4.4 The agreements reached in 4.3 must be set out, reviewed and agreed in the minutes of the first company meeting each year.

4.5 A Company Financial Report must be issued each year

4.6 The Company agrees that the total amount to research projects each year must not exceed 10% of the Company income from the previous financial year.

4.7 The Company will agree and adopt a 'Donations Policy' and a 'Fund Raising Policy'

## **Section 5 – Roles**

5.1 The responsibilities of the C.E.O. and C.S.. are outlined in 1.3 and 1.4 respectively.

5.2 In the event of either postholder wishing to step down from the role, a vote does not have to take place.

5.3 In the event of the company wishing to remove either postholder, a Removal Motion (RM) may be instigated by a C.D. and seconded by another at a meeting.

5.4 Once 75% of those present agree to the motion, the postholder is automatically displaced.

5.5 A replacement postholder may be nominated at seconded at a meeting, and ratified by at least 75% of those present.

5.6 A nominated C.E.O. or C.S. may turn down their nomination if they so wish.

5.7 By signing the constitution and the associated agreements and policies, each C.D. is committing to serve the Main Object and Subsidiary Objects of the company.

5.8 Each C.D. has an obligation to ensure the company executes it's functions for the benefit of cancer patients and their families in the region.

5.9 Each C.D. is encouraged to publicise the Company and it's objectives

5.10 Each C.D. is encouraged to suggest and contribute ideas on how monies can be best used to benefit those affected by cancer.

5.11 A C.D. who decides to resign from the Company must do so by submitting a written notice to all C.D.s at least one month in advance of the proposed resignation date.

**Constitution Signatories**

Professor Rajnish K. Gupta  
*Chief Executive Officer/ Chairman*

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Ms Valerie Madigan  
*Company Secretary*

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Ms Linda Fahy  
*Company Director*

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Mr Kieran Ginty  
*Company Director*

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Ms Catherine Hand  
*Company Director*

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Ms Niamh Kearney  
*Company Director*

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Ms Cathleen Ryan  
*Company Director*

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Dr Bernie Woulfe  
*Company Director*

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