

**FRIENDS OF THE SICK AND THE ELDERLY IN GOZO**  
***HBIEB TAL-MORDA U TAL-ANZJANI F'GHAWDEX***  
Voluntary Organisation Registration: VO/0066

**STATUTE**

***NAME:***

1. The name of the Society is:

**“FRIENDS OF THE SICK AND THE ELDERLY IN GOZO**  
***HBIEB TAL-MORDA U TAL-ANZJANI F'GHAWDEX”***

***PRELIMINARY***

2. In these Rules:-

- (a) the expressions “the Society”, “Hbieb”, and “Friends” mean the Association constituted by these Rules;
- (b) the expression “the Committee” means the Committee for the time-being of the Association as hereinafter constituted;
- (c) the expression “the Rules” includes any amendment or alteration or addition or deletion thereof for the time-being in force;
- (d) the expression “the President” or “the Secretary” means the then current President or Secretary of the Committee for the time-being in force;
- (e) the expressions “Gozo General Hospital” or “the hospital” include the Gozo Psychiatric Hospital;
- (f) the expression “patients” includes persons who are sick, convalescent, disabled, handicapped, infirm or elderly actually residing in the Gozo General Hospital [as defined in (e) above] or living elsewhere in the island of Gozo.

***OBJECTIVES***

3.
  - (1) To relieve and assist all patients;
  - (2) To help improve and increase the hospital or home facilities available for the safety, welfare, comfort and convenience of the patients.

***METHODS***

4. The following ways and means may be used to achieve the above objectives:
- (1) Educate the public in the needs of the patients and mobilize, encourage, foster and maintain the interest and support of the public for the hospital;
  - (2) Foster co-operation and inter-communication between this and other charitable institutions and the hospital and the health Authorities;

- (3) Exchange information and advice in matters affecting the interest of the patients and the hospital;
- (4) Promote continuing education of the hospital staff by providing publications, audio-visual and other educational aids;
- (5) Hold conferences, meetings, lectures, discussions and exhibitions;
- (6) Recruit and organise voluntary workers in and for the Gozo General Hospital and for patients in their homes;
- (7) Invite and receive financial contributions from any person, group or organisation whatsoever by way of subscription, donation or otherwise;
- (8) Accept gifts of property, whether subject to any special trust or not, for the Objects of the Society;
- (9) Supplement the service provided by the Department of Health for the health, safety, welfare, comfort and convenience of the patients in the hospital or in their homes by the provision of facilities, equipment and supplies which may be required for the treatment of such patients, or, for the efficient running of the hospital;
- (10) Provide, or assist in the provision of, amenities in the Gozo General Hospital for patients and staff for the purpose of promoting good morale and working conditions;
- (11) Relieve distressed, lonely or needy patients by visiting, moral support, physical help and, if necessary and possible, financial assistance;
- (12) Undertake and execute any Charitable Trust; and
- (13) Do all such things as are necessary for the attainment of the above Objects.

#### ***MEMBERSHIP***

5. (1) Persons subscribing to these Rules and such other persons the Committee shall admit to membership shall be Members of the Society.  
(2) Since the Society has been constituted to incorporate by amalgamation of the pre-existing charitable organisations “Il-Hbieb ta’ Chambrai” and “The Friends of the Elderly, Craig Hospital”, erstwhile members of these organisations shall be members of this Society and shall subscribe to its Rules.

#### ***SUBSCRIPTIONS***

6. (1) There shall be an *Annual Subscription* of three EURO (€5.00)  
(2) The subscription for *Life Membership* shall be twenty-five EURO (€50.00).

#### ***COMMITTEE AND OFFICERS***

7. (1) There shall be a Committee and the business of the Friends shall be conducted and managed by the Committee who shall exercise all such powers of the Friends and do, on behalf of the Friends, all such acts as may be exercised and done by the Friends and as are not by these Rules required to be exercised or done by the Friends in General Meeting.

(2) The Committee shall be elected at a General meeting and shall consist of a President and not less than five (5), nor more than twenty (20) other persons. No person shall be a member of the Committee who is not a member of the Friends.

(3) One-third, or the nearest number to one-third, of the members for the time being of the Committee shall retire from office at the conclusion of each year at the Annual General Meeting.

(4) The Members of the Committee to retire in each year shall be those who have been longest in office since their last election; in the case of those who became Committee members on the same day, retirement is determined by mutual agreement between themselves or by lot. Retiring Members of the Committee shall be eligible for re-election.

(5) The Committee shall appoint from among their number a Secretary and a Treasurer, normally for a period of three (3) years with option for re-election or replacement at any time as considered necessary.

(6) The President shall preside over all Committee meetings; in the absence of the President at any meeting, the Committee may, by simple majority vote, appoint from among the members present an 'ad hoc' temporary Chairman for that particular meeting.

(7) The Committee may co-opt any member of the Friends to be a Member of the Committee to fill any vacancy to hold office until the conclusion of the Annual General Meeting then next following.

(8) The Committee is empowered to choose and appoint Honorary Officers from among its retiring or retired members in recognition of long service and commitment. The role of Honorary Officer is advisory with no vote in Committee Meetings, but will have a vote as a Life Member in General Meetings. Honorary Officers may act in an ambassadorial role. There should be no more than two Honorary Members at any one time.

(9) The Committee may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the President or Chairman shall have a second or casting vote. Any Member of the Committee may, and the Secretary on the requisition of Member(s) shall, at any time summon a meeting of the Committee. At least four (4) meetings of the Committee shall be held in each calendar year.

(10) The *quorum* necessary for the transaction of business of the Committee may, from time to time, be fixed by the Committee and, unless so fixed, shall be six (6).

(11) Any Member of the Committee who, without any valid reason, chooses not to attend the meetings of the Committee for 3 (three) consecutive times or is absent from five (5) meetings in a year will be deemed as automatically resigned from the Committee. The Secretary must draw the attention of the Committee to such an automatic resignation when the case arises.

(12) The continuing Members of the Committee may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below six (6) the continuing Members of the Committee may act for the purpose of increasing the numbers of the Members of the Committee or of summoning a General Meeting of the Friends and not for any other purpose.

(13) The Committee may delegate any of its powers to Sub-Committees consisting of such Members of its body as it may think fit. All actions of such Sub-Committees shall be reported to, and confirmed by, the Committee as soon as possible; and any Sub-Committee so formed shall, in the exercise of its powers so delegated, conform to any regulation that may be imposed on it by the Committee.

(14) Each Sub-Committee may elect a chairperson of its meetings and the provisions of Sub-Rule (j) of this Rule (except as to the number of meetings) inclusive shall apply *mutatis mutandis* to any Sub-Committee.

(15) All acts done by any meeting of the Committee or of any Sub-Committee or by any person acting as a Member of the Committee or of any Sub-Committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such person, be valid as if such person had been properly appointed.

### **GENERAL MEETINGS**

8. (1) An Annual General Meeting of the friends shall be held in each year and at a date not later than 15 months after the last Annual General meeting. The Chairman of the meeting shall be the President or, in his absence, an attending Member of the Committee shall be elected *ad hoc* Chairman of that meeting.
- (2) The Committee may at any time call an Extra-ordinary General meeting and must do so if requested in writing by not less than ten (10) members of the Friends.
- (3) The Secretary shall give at least seven (7) days' notice in writing of General Meetings and the purpose thereof to all members entitled to receive notices of meetings.
- (4) At a General Meeting each member shall have one (1) vote. Voting shall normally be by the showing of hands only, unless a ballot is demanded by not less than ten (10) members present.
- (5) The President's direction as to how a ballot is to be taken, his declaration as to the result of any voting and his decision on any question of procedure or point of order at a General Meeting shall be considered as final. In the event of an equal vote the Chairman shall have a casting vote.
- (6) No vote may be cast by proxy.
- (7) No business shall be transacted at any General Meeting unless a *quorum* of members is present at the time when the meeting proceeds to business. Ten (10) members personally present shall be a *quorum*. If within a half hour from the time appointed for the meeting a *quorum* is not present the meeting, if convened upon the requisition of members, shall be

dissolved; in any other case it shall stand adjourned to the same day the next week at the same time and place (circumstances permitting); if at the adjourned meeting a *quorum* is not present within half an hour from the time appointed for the meeting the members present shall be a *quorum*.

#### ***ACCOUNTS***

9. There shall be prepared annually and laid before the Friends in a General Meeting an audited statement of accounts and a report of the Friends' activities.

#### ***CESSATION OF MEMBERSHIP***

10. If the subscription of any member be in arrears and unpaid for a period exceeding eleven (11) calendar months s/he will be deemed to have resigned.

#### ***NOTICES***

11. Notices of Committee meetings may be given either by letter or by telephone or by personal intimation. Notice of General Meetings shall be by post and/or by announcement in the local press.

#### ***PROPERTY***

12. (1) The moneys and property of the Friends not immediately required for the purposes of the Friends may be held by or vested in such persons as the Committee may from time to time determine, and the Committee may appoint two or more persons, whether members of the Friends or not, to hold any such moneys or property upon trust for the Friends.
- (2) The Society may hold three (3) Bank Accounts, a Current Account, a Savings Account and a Deposit Account,, and may also invest safely on professional advice to generate funds for the purposes of the Association.
- (3) Cheques drawn on behalf of the Friends shall be signed by two persons, normally the President and the Treasurer, and in the absence of one or both of these officers, by such persons as he Committee may direct.
- (4) The Committee shall have the power to direct, from time to time, the transfer of funds between the Accounts according to current needs for the optimal performance of its statutory functions.

#### ***REMUNERATION***

13. All officers shall be honorary and shall not receive any remuneration for their services on the Committee. The Committee may appoint and may pay proper remuneration to Auditors.

#### ***ALTERATION OF OBJECTS, RULES, CONSTITUTION***

14. The Friends may by a majority of not less than two-thirds of the members present at an Annual General Meeting or Extra-ordinary General Meeting alter, add to or delete all or any of the Objects of the Friends and alter the Rules and Constitution, provided that notice of intention to propose such

alteration, addition or deletion and the details thereof are served upon each member with a notice required to be given by Rule 8(3) hereof, and provided also that no alteration in the Objects of the Friends shall be made which would authorise the application of the property of the Friends for objects which are not charitable.

### ***INFORMALITIES***

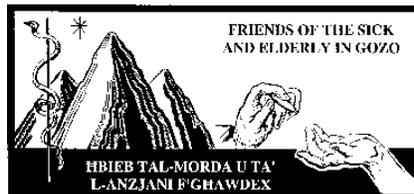
15. No action or decision of the Committee or of any meeting of the Friends shall be invalidated by reason only of informality or neglect in any service of notices or in any matter or matters of procedure unless, in the opinion of the Committee, such informality or neglect has resulted in a situation that is unjust.

### ***PROVISION FOR DISSOLUTION***

16. Upon dissolution of the Friends, the surplus assets (if any) of the Friends remaining after the satisfaction of all debts and liabilities shall not be paid to, nor distributed amongst, the members of the Friends but shall be given or transferred to such charitable institution/s as the members of the Friends shall determine in General Meeting at, or before, the time of dissolution.

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### ***LOGO***



Designed by Paul Camilleri Cauchi (1989)

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