

PARKINSON'S DISEASE SOCIETY  
OF THE UNITED KINGDOM

SUPPORT GROUP  
RULES 2000



**PARKINSON’S DISEASE SOCIETY  
OF THE UNITED KINGDOM (‘PDS’)**

**Its status, its governing documents and its governing body  
Its primary object and its powers  
The responsibility of every member**

**The PDS is both a Charitable Trust and a Company.** Its governing documents are its Memorandum and Articles of Association, and its governing body is the Board of Trustees (The Board’). The Trustees are at the same time Trustees of the Charitable Trust and Directors of the Company. So they have to comply with the law on both Charities and Trusts. They also have to abide by the Memorandum and Articles of Association. These documents define what the Trustees can or cannot do.

Its Primary Object is set out in Clause 3 of the Memorandum

*‘The primary object for which the Society is established is the relief of persons suffering from the condition known as ‘Parkinson’s disease’ and allied diseases (together hereinafter called Parkinson’s) and the promotion of research into the causes, prevention and cure of Parkinson’s and the dissemination of the results of the research for the benefit of the public.’*

**Everything the Society does must be in furtherance of this primary object. No powers can be exercised for any other purpose than this.**

Every Member of the Society bears this responsibility, under Article 2.7

*‘Every Member and every Associate Member shall, to the best of his ability, further the objects, interests and influence of the Society and shall observe all Rules of the Society made pursuant to these Articles.’*

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## **1: Introductory**

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- 1.1: A Support Group is one formed by people with Parkinson's and/or their carers, who seek the mutual help and support that come from having meetings, discussions, and activities together, but where there is no convenient Branch nearby.
- 1.2: The Name of this Support Group is The .....  
..... Support Group of the PDS. It is referred to in these Rules as 'The Group'.
- 1.3: Because every Support Group (just as every Branch) is an integral part of the PDS (and a subsidiary body of the PDS within Article 9), the ultimate responsibility for everything done by The Group rests with the PDS. To safeguard the Trust Funds, The Board must from time to time lay down Rules to regulate what can be done and how, and what cannot be done.
- 1.4: Your Area Officer will be able to discuss with you any queries you may have about any Rule. If you find any problem in practice, you should ask your Area Officer to pass it on to the Field Staff Meeting in January of each year, when Branch and Support Group Rules will be an Agenda Item.

## **2: Definitions:**

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The words, phrases and abbreviations set out in the first column shall have the meanings set out opposite them in the second column.

### ***Word/Phrase Definition***

<b>Area Officer</b>	The Field Staff employee of the PDS responsible for the area in which the Group lies, and responsible for helping and supporting The Group.
<b>Parkinson's</b>	Parkinson's disease and allied diseases.
<b>PDS</b>	Parkinson's Disease Society of the United Kingdom
<b>PwP</b>	People with Parkinson's disease

## **3: Objectives and Functions**

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The Objectives and Functions of The Group are, within its locality,

- A: To reach out to, and to bring together, PwP, their families, their carers, and anyone interested in Parkinson's, and to identify and encourage opportunities for mutual help and support.
- B: To further the primary object of the PDS as set out inside the front cover.
- C: To represent the interests of the PDS and its members within the local community.
- D: As and when The Group consider it appropriate and desirable, to seek the approval of The Board to become a Branch of the PDS.

#### **4: The Group**

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The Group is an integral part of the PDS and shall remain so.

It is subject to the ruling of the PDS in all matters, and bound by the Memorandum and Articles of Association of the PDS.

#### **5: Assets**

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All assets, monetary or otherwise (including its name) of or held in the name of The Group are assets of the PDS, and must be managed prudently by The Group.

#### **6: Membership**

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All members of The Group must be or become Members of the PDS under Article 2.1 or Individual Associate Members under Article 2.2 (renewal of PDS membership being the responsibility of the individual). Further they must observe these Rules, their specific responsibility under Article 2.7 set out inside the front cover, and the Memorandum and Articles of Association generally.

#### **7: Help and Support available from the Area Officer**

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Since part of the Area Officer's responsibility is to help and support The Group, it should accordingly work with him. If any problems arise within The Group that cannot be resolved, the Area Officer should be consulted. If difficulties prevail, ultimately they should be referred to The Board of Trustees of the PDS ('The Board'), whose decision shall be final.

#### **8: Financial Requirements are as follows:**

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- A: **Bank Account** – The Group shall maintain a bank account, and a named contact must be responsible for it. The amount held in the account must not exceed the sum approved by the Director of Finance of the PDS ('the Director'). Any monies in excess of this must be forwarded to PDS, where they will be held for The Group, and will, if The Group so desires, be earmarked for a specific project of the Group.
- B: **Receipts and Payments** – All money raised or received by The Group shall be paid into the account, and all outward payments shall, so far as is possible, be made by cheque. All cheques must be signed on or behalf of The Group by two nominated signatories, who shall not be related to each other. One shall, where possible, be the nominated contact.
- C: **Financial Year** – The financial year of The Group shall run to 31st December each year (unless the Director specifies another date in writing).
- D: **Financial Records** – Up to date accounts and financial records must be kept, and copies must be supplied, in compliance with the requirements notified from time to time by the Director.

- E: **An Annual Financial Return** of all income received and of all monies expended must be made in the form required by the Director, and returned to the Director as and when required.
- F: **Pledging Credit** – Neither The Group nor any of its members shall pledge the credit of the PDS without the written consent of The Board.

#### **9: Particulars in Correspondence etc**

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Since there are Statutory Requirements that have to be strictly observed, all letter headings, cheques, and stationery, and all advertising material and notices, must be in the format approved from time to time by the relevant Director of the PDS.

#### **10: Rules generally applicable to all subsidiary bodies of the PDS**

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- A: No contract of employment and no contract for services shall be entered by The Group whether for itself or for the PDS.
- B: No shop may be run and no permanent trading activities may be undertaken by or on behalf of The Group or the PDS.

#### **11: Development and Branches**

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The Board may at any time convert The Group into a Branch, and/or merge it with a Branch, and/or create a Branch or Branches in the locality of The Group.

#### **12: Closure**

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The Board may close The Group at any time if The Group so requests. In the absence of any request, The Board may so act upon giving at least 30 days' notice to the named contact. In any such event, all records, monies and other assets shall be handed over forthwith to the PDS.

#### **13: Interpretation**

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Any ambiguity or difference of opinion regarding the purpose or meaning of any of these Rules shall be referred to The Board whose decision shall be final. For the avoidance of doubt nothing in this or any of these Rules debar The Group (at its discretion) from admitting visitors to any of its activities; nor does anything debar members of the public from benefiting from any services operated by or through The Group.

#### **14: Approval and Amendment**

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These Rules were approved by the Board on 14th November 2000 to apply to all Support Groups from 8th January 2001. The Board has the authority to alter or amend these Rules, and it may exercise that authority from time to time as it considers necessary.

Parkinson's Disease Society of the United Kingdom

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A company limited by guarantee.

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