



STATUTE OF THE MALTA PARKINSON'S DISEASE ASSOCIATION

1. Name and Registered Office:

- a) The name of the Association shall be "Malta Parkinson's Disease Association (MPDA), hereinafter referred to as "the Association."
- b) The registered address of "the Association" shall be:

P.O Box 17, Marsa. MTP 1001, Malta,

Or any other address the committee might decide upon.

2. Language:

The official language used by "the Association" shall be English. All meetings shall be in English, all publications and all information published will initially be in English but may be translated into Maltese as required.

3. Motto:

The Motto of "the Association" shall be: *Giving Support, Easing the Burden.*

4. Aims and Objectives:

The aims and objects for which "the Association" is formed are:

- a) To give support, advice and information to people with Parkinson's Disease, their families and carers, but NOT to give specific medical advice.
- b) To promote and raise awareness of the difficulties faced by people with Parkinson's and their carers.
- c) To raise funds for the continuance of these aims and for possible research into Parkinson's Disease, not necessarily in Malta.

5. Voluntary Organisation:

- a) "The Association" shall be a non-profit making organization as defined in the Voluntary Organisations Act. (Chapter 492 of the Laws of Malta).
- b) "The Association" shall be independent, secular and non-political.

- c) "The Association" may join other associations, including foreign associations, if the majority of the administrators agree that it is beneficial to the members of "the Association."
- d) The organisation may:
- obtain a pecuniary gain from its activities when such gain is not received or credited to any private interest but is exclusively utilised for the purposes of the organisation; and
 - buy or sell or otherwise deal in goods or services where such activities are exclusively related to its principal purposes.
- e) The organisation may refund reasonable expenses to administrators and other persons supporting the aims of the organisation.

6. Administrators:

The Administrators shall be members of "the Association" and shall consist of no more than nine (9) Committee members to include the following:

- i) The President;
- ii) Honorary Secretary;
- iii) Honorary Treasurer;
- iv) Membership Secretary;
- v) Welfare Administrator;
- vi) Social Secretary;
- vii) Meeting Administrator;
- viii) Public Relations Officer.

Administrators shall be elected at the Annual General Meeting in each year and shall hold office for the following year, retiring at the termination of the Annual General Meeting in each year. All administrators of the Association shall be eligible for re-election.

7. Duties of the Administrators:

President

- To represent the association in all official matters
- Responsible for the conduct of the committee
- Responsible to provide guidance to the committee
- To overlook all current and upcoming projects to ensure compliance with MPDA statute
- To maintain contact with EPDA and other European organisations and update the rest of the committee with any news / updates
- To chair committee meetings and review meeting minutes before distribution
- To manage the generic MPDA email address and distribute to the rest of the committee as required
- To maintain relationship with Patron of MPDA

- To maintain contact with sponsors for future funding

Honorary Secretary

- Scheduling the committee meetings once a month or bi monthly as agreed with President and communicating with committee members.
- Taking minutes during meetings and writing up the minutes, sending to President to approve and then sharing with committee.
- All communication required with the commissioner for voluntary organisations throughout the year and once a year when submitting our accounts.
- Organising of AGM once yearly including date, content, communication with members etc after discussion and agreement with committee.
- Regularly opening the PO box and distributing mail accordingly.
- To monitor and coordinate productions and availability of publications including liaising with EPDA and coordinating translation when required.
- To coordinate distribution of leaflets or publications in various locations around Malta including hospitals, homes, waiting rooms etc. (coordination does not mean actual physical distribution).
- To identify the need for specific leaflets required and coordinate with the committee for writing, proof reading, printing and distribution of the leaflets.

Any other projects as they arise.

Membership Secretary

- Distribution of all post to members, sponsors, etc as required on a regular basis
- Purchasing of envelopes, papers, printer ink and stamps for stock
- Receive new membership forms and update membership spreadsheet accordingly
- Distribute new membership cards and members welcome letter to new members
- Keep attendance at meetings
- Coordinate and prepare for renewals of memberships on a yearly basis

Treasurer

- To input all incoming funds into ledger with details as required
- To input all MPDA expenses into ledger
- To ensure that receipts are filed for all MPDA expenses
- To keep the cash box and report to the committee on the amount of money made from raffles, social events and regular fundraising activities
- To issue all outgoing payments on time
- To keep and manage the MPDA cheque book
- To report on the monthly financial changes and updates during committee meetings
- To forecast the amount of money required for basic running of the association on yearly basis
- To complete the commissioner annual return as stipulated by the commissioner for voluntary organisations
- To deposit funds into the MPDA bank account

- Any other financial business as required.

Meetings Administrator

- Maintain calendar of past meetings and future planned meetings, including contacts of all speakers
- To communicate with speakers regarding details of meetings
- To communicate with members regarding details for meetings including reminders
- To take notes during the monthly meetings and send to members
- To communicate with venue for meetings regarding room and catering
- To advertise meetings on websites e.g. kura updates etc and liaise with PRO for advertising on social media and MPDA website

Any other projects as they arise.

Public Relations Officer

- Managing all social media belonging to the association including the Facebook page, Twitter account and specific website sections in due course. Daily updates are required as much as possible and the role may be shared with another committee member as required.
- Overlooking the presence of the association in the media including on websites, newspapers, magazines etc and planning with the committee in order to maintain the level of regular media presence. Reporting on this at the end of the year at AGM.
- To maintain the social calendar of the association and to remind committee members of upcoming social events to be discussed during committee meetings.
- Overlooking the organisation of social events including venue, pricing, informing members, raffles etc.

Social Secretary

- Establishing contacts with people who may wish to sponsor the association or a particular event
- Sourcing raffle prizes through donations or contributions from companies or shops. These items must be new.
- Creating or sourcing opportunities for social events *intended to raise funds* for the fulfilment of the aims and objects of the association, including finding sponsors and liaising with PR Officer to advertise the event. These could be participating in fairs organised by other organisations or specifically MPDA fundraising activities.
- Establishing the opportunity for MPDA to *raise awareness* of Parkinson's Disease and liaising with PR Officer to coordinate the event. There should be a number of scheduled events each year.
- Establishing the opportunity to *distribute our books and book marks* in various locations in Malta and Gozo. Liaising with the rest of the committee once the location has been specified.

Duties of the Vice-President:

The Vice-President shall assist the President in the Presidential duties. The President shall from time to time delegate certain responsibilities to the Vice-President. The Vice-President shall have the overall responsibility of conducting “the Association’s” work in absence of the President.

Duties of the Welfare Administrator

The Welfare Administrator shall work closely with the members, which could include home visits and provide the members with moral support. The Welfare Administrator shall give an update of the current position to Committee members at every meeting. The Welfare Administrator may give tips and advice relating to Parkinson’s disease to the members visited and their carers, but shall not give specific medical advice.

12. Membership and Dues

The Association shall be open to all those with Parkinson’s Disease and their carers also anyone who has interest in Parkinson’s Disease, irrespective of colour, race, and creed.

In order to become a member of the Association an application form including Data Protection Authorisation, must be completed and must be paid together with the current year’s subscription. Subscriptions are valid from January till December of any year, however where new members join in November or December of any year, their membership will automatically be valid for the following calendar year.

The annual subscription for the following year will be agreed by the Committee by end October of the current year. Members will be informed prior to November of the current year.

Persons who attend monthly meetings and do not wish to become members must pay a fee as agreed by the committee to cover venue and catering costs.

Members shall also make any other payments that shall be determined from time to time by the Committee.

13. Members duty to provide ID card number and up-to-date contact details

Every member shall furnish the Membership Secretary with an up-to-date postal address, contact number, identity card number and email address if applicable. These shall be recorded in the Register of Members. Any notice sent to such postal or email address shall be deemed to have been duly delivered.

14. Quorums

A Quorum for a committee meeting shall be four (4) members.

A Quorum for an Annual General Meeting or an Extraordinary General Meeting to proceed on time will be five per cent (5 %) of paid up members.

On the rare occasion that an Extraordinary General Meeting is required, ten (10) members are needed to call an Extraordinary General Meeting.

For a resolution to be passed fifty one per cent (51 %) of paid up members attending the meeting have to vote in favour.

15.Meeting Proceedings

- a) The Committee shall meet as frequently as deemed necessary, but not less than six (6) times per annum.
- b) Notice of an Annual General Meeting or an Extraordinary General Meeting must be circulated at least (28) days prior to the meeting.
- c) A Register of Attendance must be signed by all paid up members attending the meeting who shall be admitted only on production of their current membership cards.

16.Election and Retirement of Committee Members

- a) Nomination of Committee Members who shall be Maltese Residents or be able to contribute substantially to their role via other online channels when they are unable to be physically present, shall be received before the thirty first (31st) January each year. Nominations will not be accepted from the floor during the Annual General Meeting. All nominations must be duly proposed and seconded and bear the written consent of the person nominated.
- b) An application for nomination shall be in the form, from time to time prescribed by the Committee, and shall include the name, address, date of birth and occupation of the candidate, ID Number, and the signature of the Proposer and the Seconder.
- c) Upon receipt of an application for membership, the Honorary Secretary shall enter such application in a Register of Candidates.
- d) The Honorary Secretary shall inform each candidate in writing of the Candidate's election or non-election. He/She shall furnish an elected candidate with a copy of the rules and bylaws.
- e) A Committee member desirous of retiring from membership shall give notice in writing to the Honorary Secretary, of a minimum of six (2) months, prior to the date of proposed retirement.
- f) In exceptional circumstances where the Committee Member feels that he/she needs to retire immediately, that is without the two-month notice period, he/she may

make a written request to the Committee, explaining the circumstances of his case. The Committee may, at its sole discretion, if it feels that the circumstances leading to such request are justified, allow the Committee member to retire immediately.

- g) If the Committee Member retires before his/her term has lapsed, the Committee may co-opt another suitable person to fill in the vacancy until the next following Annual General Meeting.

17. Retirement of Members

- a) A member desirous of retiring from membership shall give notice in writing to the Honorary Secretary, at least a month before proposed retirement, and shall then not be liable to pay the subscription for the following year.
- b) No refund shall be granted to Members who leave “the Association”, before the lapse of one year from Registration.
- c) The Committee may cancel, without any notice given, the membership of any members whose annual subscription is more than three months in arrears provided that the Committee may, at its discretion, re-instate such member upon payment of arrears. No member whose annual subscription is in arrears may enter any event of “the Association” nor vote at any meeting.

18. Conduct of Members

- a) Every committee member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, “the Association’s” rules and current By-laws and regulations of “the Association”. Any refusal or neglect to do so, or any conduct which in the opinion of the Committee, is either unworthy of a member or otherwise injurious to the interests of “the Association”, shall render a member liable to expulsion by the Committee, provided that:-
 - i. Before expelling a committee member, the Committee shall call upon such member for a written explanation of the member’s conduct and shall give the member full opportunity of making explanation to the Committee, or of resigning.
 - ii. A Resolution to expel a member shall be carried out by a simple majority vote by those members of the committee present and voting on the Resolution.
- b) A member shall not knowingly remove, injure, destroy or damage any property of “the Association” and shall make restitution for the same if called upon to do so by the Committee or by the Secretary upon instructions of the Committee.
- c) A member shall not cause any communication in whatever form to be exhibited in “the Association’s notice boards or premises without the permission of the Honorary Secretary.

- d) A member shall settle any indebtedness for refreshment or otherwise before leaving “the Association’s” premises, or in accordance with any bylaw relating to the settlement of such indebtedness.
- e) Complaints of any nature relating to the management of “the Association” shall be addressed in writing to the Honorary Secretary. Under no circumstances shall a member of the Committee be personally reprimanded by a member.

19. Accounts

- a) Bank accounts shall be operated in the name of “the Association” and cheques shall be signed by any two from the President, Vice-President, Honorary Secretary, or Honorary Treasurer. Should some of these mentioned posts be vacant the two signatories shall be decided by the President.
- b) Proper books and records shall be kept by the Honorary Treasurer.
- c) Accounts for each financial year shall be drawn up by the Honorary Treasurer, audited by “the Association’s” President and presented to the Annual General Meeting having first been submitted to the Committee for approval.

20. Legal and Judicial Representation

The Legal and Judicial Representation of “the Association” shall vest in the President together with one of the following:

1. Vice-President;
2. Honorary Secretary; or
3. Honorary Treasurer

21. Disbandment and Dissolution of the Association

In the event of “the Association” being disbanded, the Committee shall convene an Extraordinary General Meeting.

Upon dissolution, all assets of the organisation shall be applied in favour of another non-profit organisation with similar purposes as the organisation which may be selected by the administrators.

22. Bylaws

- a) Bylaws shall be introduced from time to time regulating the overall operation of “the Association”.
- b) Such bylaws are to be approved at the Annual General Meeting, with the consent of fifty one per cent (51%) of those present and voting.

- c) In case a particular regulation needs to be introduced urgently, an Extraordinary General meeting will be called, and the said bylaw is to be approved by fifty one percent (51%) of those present and voting at the said Extraordinary General Meeting.

Date Ammended: 16th Janaury 2013

President Name: Veronica Clark

Signature:

A handwritten signature in blue ink, appearing to read 'V. Clark', written over a light blue grid background.

Honorary Segretary Name: Maria Casingena Mamo

Signature:

A handwritten signature in blue ink, appearing to read 'M. Casingena', written over a light blue grid background.