



CONSTITUTION

A Name

The name of the Association is Cursillo in the Diocese of London ('the Charity').

B Administration

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this Constitution by the members of the Secretariat, constituted by clause F of this Constitution ('the Secretariat').

C Objects

The objects of Cursillo in the Diocese of London ('the Objects'), are to advance religion in accordance with the doctrines of the Church of England in the Diocese of London and specifically to renew Anglican Christians in their Christian commitment and to develop the practice of Christian principles in their everyday life so as to help others discover and achieve a Christian way of life, by various means including the provision of short religious education courses.

D Powers

In furtherance of the Objects but not otherwise, the Secretariat may exercise the following powers:

- (i) power to raise funds and to invite and receive contributions provided that in raising the funds the Secretariat shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power subject to any consents required by law to borrow money and to charge all or part of the assets of the Charity with repayment of the money so borrowed;
- (iii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (iv) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (v) power to appoint and constitute such advisory committees as the Secretariat may think fit;
- (vi) power to do all such other lawful things as are necessary for the achievement of the objects.

E Membership

- (1) Full membership of the Charity shall be open to any person over the age of 18 years who has attended a Cursillo weekend and who is resident in or entered on the Church Electoral Roll of a parish in the Diocese of London, and who has paid the annual subscription laid down from time to time by the Secretariat. Every full member shall have one vote.
- (2) The Lay Director and Spiritual Director shall be full members irrespective of paragraph (1) above.
- (3) Associate membership of the Charity shall be open to any person over the age of 18 years interested in furthering the Objects, and who has paid the annual subscription laid down from time to time by the Secretariat. Associate members shall have no voting rights.
- (4) The Secretariat may by unanimous vote and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Secretariat, accompanied by a friend, before a final decision is made.

F Secretariat

- (1) The Secretariat shall consist of not less than seven and not more than nine members, being:
 - (a) A Spiritual Director, being a priest appointed by the Bishop of London.
 - (b) A Lay Director, being a person not in holy orders, appointed by the Bishop of London in consultation with the Spiritual Director.
 - (c) Up to seven members elected annually from amongst the full membership by those members entitled to vote;
 - (i) Five of such members shall be appointed specifically to perform the functions of:-
 - Secretary
 - Treasurer
 - Pre Cursillo Representative
 - Weekend Representative
 - Post Cursillo Representative
 - (ii) Sub paragraph (1) (c)(i) above may be amended by resolution of the Secretariat.
- (2) All members of the Secretariat shall normally serve for a maximum of three consecutive years and elected members shall be eligible for re-election after one year.
- (3) The proceedings of the Secretariat shall not be invalidated by any vacancy among their number or by the failure to appoint or any defect in the appointment or qualification of a member.
- (4) In the event of seven places not being filled at an Annual General Meeting the Secretariat shall have the right to co-opt members until the next Annual General Meeting.
- (5) The Trustees of the Charity shall be determined ex-officio, and shall consist of the Lay Director, Spiritual Director, Secretary and Treasurer.

G Determination of Membership of the Secretariat

A member of the Secretariat shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Secretariat by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Secretariat from all their meetings held within a period of six months and the Secretariat resolve that his or her office be vacated; or
- (4) notifies to the Secretariat a wish to resign (but only if at least three members of the Secretariat will remain in office when the notice of resignation is to take effect).

H Secretariat Members not to be personally interested

- (1) No member of the Secretariat shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Secretariat) in any contract entered into by the Secretariat.

I Meetings and Proceedings of the Secretariat

- (1) The Secretariat shall hold at least two Ordinary Meetings each year. A Special Meeting may be called at any time by the Lay Director or the Spiritual Director or by any two members of the Secretariat upon not less than four days' notice being given to the other members of the Secretariat of the matters to be discussed, but if the matters include an appointment of a co-opted member then not less than 21 days' notice shall be given.
- (2) The Lay Director shall act as chairman at meetings of the Secretariat. If the Lay Director is absent from any meeting, the members of the Secretariat present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Secretariat for the time being or three members of the Secretariat, whichever is the greater, are present at the meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Secretariat present and voting on the question, but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

- (5) The Secretariat shall keep Minutes, in books kept for the purpose, of the proceedings at meetings of the Secretariat.
- (6) The Secretariat may from time to time make and alter the rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.

J Receipts and expenditure

- (1) The funds of the Charity, including all donations, contributions and bequests, shall be paid into an account operated by the Secretariat in the name of the Charity at such bank as the Secretariat shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Secretariat.
- (2) The funds belonging to the Charity shall be applied only in furthering the Objects.

K Property

- (1) Subject to the provision of sub-clause (2) of this clause, the Secretariat shall cause the title to:
 - (a) all land held by or in trust for the Charity; and
 - (b) all investments held by or on behalf of the Charity;to be vested in a corporation entitled to act as custodian trustee.
- (2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Secretariat may permit any investments held by or in trust for the Charity to be held in the name of a clearing bank, trust corporation or any stock broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock broking company) as nominee for the Secretariat, and may pay such a nominee reasonable and proper remuneration for acting as such.

L Accounts

The Secretariat shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual Statements of Account for the Charity;
- (3) the auditing or independent examination of the Statements of Account of the Charity; and
- (4) the transmission of the Statements of Account of the Charity to the Commissioners.

M Annual Report

The Secretariat shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners.

N Annual Return

The Secretariat shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return, and its transmission to the Commissioners.

O Annual General Meeting

- (1) There shall be an Annual General Meeting of the Charity which shall be held in each calendar year and not more than fifteen months after the previous Annual General Meeting.
- (2) Every Annual General Meeting shall be called by the Secretariat. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend but only full members shall be entitled to vote at the meeting.
- (3) The Lay Director shall be the chairman of the Annual General Meeting. If the Lay Director is not present, before any other business is transacted the members present and entitled to vote shall appoint one of their number as chairman of the meeting.
- (4) The Secretariat shall present to each Annual General Meeting the report and accounts of the Charity for the preceding year.

- (5) Nominations for election to the Secretariat must be made by full members of the Charity in writing and be in the hands of the Secretary at the start of the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

P Special General Meetings

The Secretariat may call a Special General Meeting of the Charity at any time. If at least ten full members request such a meeting in writing stating the business to be considered the Secretariat shall call such a meeting. At least 21 days' notice shall be given. The notice shall state the business to be discussed.

Q Procedure at General Meetings

- (1) The Secretary or other person specially appointed by the Secretariat shall keep a full record of proceedings at every General Meeting of the Charity.
- (2) There shall be a quorum when at least one tenth of the full members of the Charity for the time being or ten full members of the Charity, whichever is the greater, are present at any General Meeting.

R Notices

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the Secretary of the Secretariat on any member, either personally, or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within ten days of posting.

S Alterations to the Constitution

- (1) Subject to the following provisions of this clause the Constitution may be altered by a Resolution passed by not less than two thirds of the full members present and voting at a General Meeting. The notice of the General Meeting must include notice of the Resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause A (the Name of Charity clause), clause C (the Objects clause), clause H (Secretariat members not to be interested clause), clause T (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.
- (3) No amendment may be made which would have the effect of making the Charity cease to be a Charity at law.
- (4) The Secretariat shall promptly send to the Commissioners a copy of any amendment made under this clause.

T Dissolution

If the Secretariat decides that it is necessary or advisable to dissolve the Charity, it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the Resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Secretariat shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the full members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the Statement of Accounts, or Account and Statement, for the final accounting period of the Charity shall be sent to the Commissioners.

This constitution was adopted by the persons attending the Inaugural General Meeting which was held on Saturday, October 9th, 1999.

(signed) Ann Fuller Lay Director (Chairman of the meeting)
 Monica Bolley Secretary

NOTE: Cursillo in the Diocese of London was registered as a Charity (No 1082984) on 23 October 2000.