



CARE In East Grinstead
and Lingfield
REGISTERED CHARITY No. 800348

CONSTITUTION (May 2019)

1. NAME

- 1.1 The organisation will be called "CARE in East Grinstead and Lingfield" hereinafter referred to as "CARE".

2. OBJECTS

- 2.1 The objects for which CARE is established are to relieve in cases of need, hardship or distress, eligible persons (subject to the conditions in Paragraph 2.2) who are resident in the area of or adjacent to the district of East Grinstead in the County of Sussex and Lingfield in the County of Surrey or such enlarged area as the Annual General Meeting may determine, by the provision of such voluntary care and work as may be charitable and in furtherance of these objects but not otherwise, the organisation shall have the following powers:-
- (a) to provide help in the home to those who through age or infirmity are unable fully to support themselves. Such help may include companionship, gardening and similar practical activities;
 - (b) to provide transport so that eligible people who otherwise would be unable to get out to do their own shopping, collect prescriptions, visit hospitals, clinics, surgeries, or who have other basic needs may do so without feeling a burden on their immediate neighbours;
 - (c) to undertake visiting;
 - (d) to assist and complement other voluntary charitable and state organisations when requested and to give assistance without hindering such organisations or taking away the primary objective for which they have been established;
 - (e) to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise provided that the organisation shall not undertake permanent trading activities in raising funds for its objectives;
 - (f) subject to such consents as may be required by law to sell, let or mortgage, dispose of or turn to account all or any of the property or assets of the

organisation and to invest such property, money, assets, securities, shares or other investments as the Committee from time to time shall in their absolute discretion determine;

- (g) to do all such other things as shall further the charitable objects of the organisation and as may be lawful.

2.2 Regrettably, for legal and/or health & safety reasons, the following persons will not be eligible for transport provision by CARE:-

- (a) unaccompanied persons under the age of 18;
- (b) children excluded by law from travelling in a private car without a correctly fitted child or booster seat;
- (c) persons whose disabilities prevent them from correctly wearing a seat belt;
- (d) persons whose disabilities prevent them from getting into, or out of, a private car without undue physical assistance, unless accompanied at all times by a qualified nurse or care worker;
- (e) persons who require physical assistance to reach a car from their residence or who are unable to get into, or out of a wheelchair without undue physical assistance, unless accompanied at all times by a qualified nurse or care worker;
- (f) persons with degenerative illnesses whose actions may be a danger to themselves, their driver or other road users while travelling in a private car, unless accompanied and supervised at all times by a qualified nurse or care worker;
- (g) persons with a history of abuse (physical or verbal);
- (h) persons who are involved in claims against CARE or any of its members for as long as the situation remains outstanding.

3. MEMBERSHIP

3.1 Membership of CARE is open to any member of a Church recognised as a Christian Church by Churches Together in England or any individual not a member of a Christian Church who is giving committed support.

3.2 Membership allows members to attend and vote on issues which are raised, or which they may raise, at Annual General Meetings, or at other General Meetings of CARE which may be called.

3.3 A register shall be kept of members.

3.4 Applicants for membership shall be considered at the first convenient meeting of the Organising Committee, (hereinafter called the "Committee"), provided that such applicants have been satisfactorily cleared to work with vulnerable adults through the Disclosure and Barring Service and, in the case of new Duty Officers, have satisfactorily

completed their initial training. If there is an urgency new members may be elected by the Chairman and/or Deputy Chairman and two other officers, but such election must be ratified by the Committee.

3.5 All Church Representatives, Officers and Committee members shall be members of CARE.

4. THE COMMITTEE

4.1 CARE shall be managed by a Committee consisting of the Officers and the Church Representatives.

4.2 The Officers of the Committee shall be the:

Chairman
Deputy Chairman
Secretary
Treasurer
Volunteer Manager
Client Manager
Duty Officer Manager
Training Manager
Transport Manager
Help Heavy Manager
Webmaster

4.3 The Officers of the Committee, each proposed and seconded by members of CARE, shall be elected at the Annual General Meeting by a simple majority of those present and entitled to vote, for a period of three years and may serve a further period of three years if re-elected, thereafter they cannot be nominated for election until the next following Annual General Meeting.

4.4 Nominations for the Officers of the committee shall be given to the Secretary not later than one week before the Annual General Meeting.

4.5 The Church Representatives of CARE shall be nominated by the Churches participating in the scheme. Each participating Church shall be allowed one representative who shall become a member of CARE and serve for not more than six years. The Representatives will automatically be members of the Committee and shall have the same powers and responsibilities as the other members of the Committee.

4.6 In the event that a majority of the Committee are dissatisfied with the Chairman or any of the Officers of CARE, at a meeting specifically called to discuss the matter they may

dismiss the Officer concerned and appoint one of the Committee to act in their place until the next Annual General Meeting.

- 4.7 The Committee shall have the power to co-opt no more than six non-elected members subject to the total of the elected and the co-opted members not exceeding twelve, to fill any vacancies, for a period expiring at the next following Annual General Meeting.
- 4.8 All involved in CARE are responsible to the Committee which shall have the final responsibility for accepting and retaining members.
- 4.9 All members of the Committee have the responsibilities and obligations of Trustees under the Charities Act 1992.
- 4.10 The Committee may, at its discretion, appoint no more than four non-elected members at any one time to act as deputies to the Officers. The appointees may be invited to attend Committee meetings but will not be Trustees of CARE or have voting rights.

5. GENERAL MEETINGS

- 5.1 All members are eligible to attend and vote at general meetings.
- 5.2 At the Annual General Meeting the members shall also elect the Officers of the committee as stated in paragraph 4.3.
- 5.3 Notice of every General Meeting shall be given to all members of CARE at least fourteen days before the date thereof by email or letter.
- 5.4 The quorum for a General Meeting shall be fifteen or a one-tenth of the membership whichever is the greater.
- 5.5 The Chairman, or in his or her absence the Deputy Chairman, shall conduct the meeting. If neither is present, the members shall appoint a Chairman for the meeting before any other business is transacted.
- 5.6 Resolutions in General Meetings shall be decided by a simple majority of members present and voting.
- 5.7 Annual General Meetings shall be held in the month of May each year or as soon as practical thereafter and shall be convened by the Committee.
- 5.8 The Committee shall present to each Annual General Meeting the Report and Accounts for the preceding year.
- 5.9 Only business specified on the Agenda shall be considered unless the Chairman agrees otherwise. Any amendments proposed to any resolution shall be put in writing to the Chairman before they are voted on.
- 5.10 A Special General Meeting shall be convened by the Secretary upon written request of not fewer than ten members and the notice of such Meeting shall specify the purpose thereof and no other business shall be conducted at such Meeting.

6. COMMITTEE MEETINGS

- 6.1 The Committee shall meet to discuss and to deal with the day to day business of CARE at such intervals as are deemed necessary but not less than six times a year.
- 6.2 The quorum for a Committee Meeting shall be seven or one third of the Committee membership whichever is the greater. In the event of the Chairman and Deputy Chairman being absent the Committee shall appoint a temporary Chairman from those present.
- 6.3 The Committee may appoint such other sub-committees that they deem necessary to deal with specific matters appertaining to the business of CARE provided that all proceedings of such sub-committees shall be recorded and confirmed by the Committee.

7. TRAINING

- 7.1 All new members shall receive an induction to CARE from the Volunteer Manager. Additionally all new Duty Officers shall receive training from the Training Manager.
- 7.2 The Committee shall, together with the Training Manager specify a course of initial training for new volunteers. This will ensure that all members understand the organisation of CARE, their basic responsibilities, procedures and the appropriate approach to clients. It will enable both the new volunteer and the Training Manager to assess their suitability for full membership and so advise the Committee.

8. FINANCE

- 8.1 The Churches and organisations which have agreed to support CARE have done so on the understanding that they may be asked to contribute to its funds as and when they are able to do so. Additionally CARE may be financed by grants, donations and money raising events which may be organised by or on behalf of the Committee.
- 8.2 The Committee shall cause proper accounts to be kept of the assets and transactions of CARE and to arrange for the accounts to be audited at least once a year by a suitably qualified person.
- 8.3 A bank account shall be held in the name of CARE in East Grinstead and Lingfield. Cheques may be signed by such person or persons as the Committee decides. This decision to be recorded in the official record of the meeting at which the decision was made.
- 8.4 A Building Society account may be opened if the Committee so resolves.

- 8.5 The accounting year of CARE shall run from 1st April in one year to 31st March in the next year.
- 8.6 All money given to or raised on behalf of CARE shall be applied to further the objects of the organisation and for no other purpose provided that nothing contained in this Constitution shall prevent the payment in good faith of reasonable and proper remuneration or expenses to any member of CARE.

9. INDEMNITY

- 9.1 The Committee shall take out such insurance policies as it shall think fit and insofar as it can reasonably afford so as to provide at least the following types of cover:-
- (a) Personal Accident - To use their best endeavours to provide a benefit in the event of accidental death or injury to members whilst performing duties for CARE.
 - (b) Public Liability - To provide an indemnity for death or bodily injury to any person or damage to property caused by the fault or negligence of a member whilst performing duties for CARE.
- 9.2 The Committee shall not be responsible for the insurance of any motor vehicle whilst being used for CARE nor in respect of any accident whilst a vehicle is being used in this way causing damage to the vehicle, death or injury to persons or damage to property.
- 9.3 Any member or new volunteer of CARE shall be deemed to have accepted the above mentioned limitation.

10. RULES AND REGULATIONS

- 10.1 Within the limits prescribed by this Constitution the Committee may from time to time make and alter rules and regulations for conducting their business, for the appointment and expulsion of members, and for summoning and conducting their meetings or Annual or Special General Meetings, the deposit of money at a proper Bank or Building Society and the custody of documents.

11. ALTERATIONS TO THE CONSTITUTION

- 11.1 Alterations to this Constitution shall require the assent of two thirds of the Members present and voting at an Annual General Meeting or at a Special General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of CARE at least twenty-one days before the meeting at which it is to be brought forward. At least fourteen days notice of such a meeting must be given by the Secretary to the

membership and must include notice of the alteration proposed. Provided that no alteration to Clause 2 (Objects), Clause 3 (Membership), Clause 12 (Dissolution) or this Clause 11, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alterations shall be made which would have the effect of causing CARE to cease to be a charity in law.

12. DISSOLUTION

- 12.1 The organisation may be dissolved by the Representatives or by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for this purpose. If such a resolution is passed the property and assets of CARE shall not be paid to or distributed among the Members but shall be applied to such other charitable institutions having objects similar to some or all of the objects of CARE as the Committee may decide.

As agreed at CARE Annual General Meeting 15 May 2019