



CARE In East Grinstead
and Lingfield
REGISTERED CHARITY No. 800348

CONSTITUTION

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 (as detailed in the beneficiary policy), 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.

3. Membership

- 3.1. Membership of CARE is open to any individual who is or wishes to give committed support to CARE.
- 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. Before any individual may become a member:
 - (a) All client facing volunteers and members of the committee (Trustees) must have been satisfactorily cleared to work with vulnerable adults through the Disclosure and Barring Service (Enhanced DBS).
 - (b) Duty officers must have satisfactorily completed their initial training.
 - (c) Anyone not client facing or a Trustee will be encouraged to complete a 'Basic DBS'.
- 3.5. Notification of all new members will be given at the first convenient meeting of the Organising Committee, (hereinafter called the "Committee").
- 3.6. All Church Representatives, Officers and Committee members shall be members of CARE.

4. Committee

- 4.1. CARE shall be managed by the Committee, consisting of Officers, Church Reps and a number of Committee Members without posts. Each Committee Member will have equal responsibilities as the other members of the Committee.
- 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 committee may create, modify or remove officer or committee positions as required for the efficient management of CARE. Any change to be declared to the Membership at the following AGM.
- 4.4. Each church participating in the scheme may be represented by a single Church Representative.
- 4.5. Nominations for all members of the Committee: Officers, Church Reps and Members without post, shall be given to the Secretary not later than one week before the Annual General meeting.
- 4.6. All members of the Committee each proposed and seconded by members of CARE or in the case of Church Representatives nominated by their church, 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.
- 4.7. In the event that a majority of the Committee are dissatisfied with the Chairman or any of the committee members, at a meeting specifically called to discuss the matter they may dismiss the member concerned and appoint one of the Committee to act in their place until the next Annual General Meeting.
- 4.8. The Committee shall have the power to co-opt non-elected members, to fill any vacancies, for a period expiring at the next following Annual General Meeting.
- 4.9. All involved in CARE are responsible to the Committee which shall have the final responsibility for accepting and retaining members.
- 4.10. All members of the Committee have the responsibilities and obligations of Trustees under the Charities Act 1992.

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 members of the committee.
- 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 persons as the Committee decides, with dual authorisation required

at all times. Electronic banking may be used if the Committee so resolves, on condition that a system of dual authorisation is put in place, the users being chosen and appointed from the authorised signatories on the bank account at the time. Each of these decisions is to be recorded in the official record of the meeting at which each decision was made.

- 8.4. An additional bank account or 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.
- 11.2. Written approval of the Charity Commissioners or other authority having charitable jurisdiction shall be obtained before any changes are made to Clause 2 (Objects), Clause 12 (Dissolution).
- 11.3. 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 4th October 2023