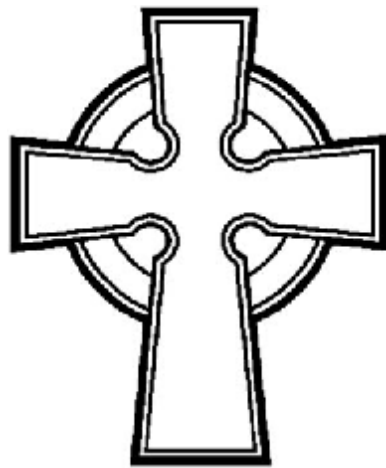


**Constitution  
of the  
Clacton Christian  
Spiritualist Church**



**June 2009**

# CONSTITUTION OF THE CLACTON CHRISTIAN SPIRITUALIST CHURCH

## 1. Adoption of the Constitution.

The Church and its property will be administered and managed in accordance with the provisions of this constitution which was adopted at the Annual General Meeting held on Tuesday 23<sup>rd</sup> June 2009 with an amendment to clause 3 agreed at a General Meeting on Tuesday 18<sup>th</sup> August 2009.

## 2. The Name

The name of the Church is ***The Clacton Christian Spiritualist Church*** and in this document it is called the Church. We are affiliated to the Greater World and are a Christian Spiritualist Church

## 3. The Objects

The Church's objects are

- i. to advance the spiritualist religion by providing a place of worship and to promote the beliefs of spiritualism;
- ii. to advance education in spiritualism through the provision of workshops, courses and information;
- iii. to relieve the sick through spiritual healing alongside conventional forms of medicine and treatment.

## 4. Application of the Income and Property

- i. The income and property of the Church shall be applied solely towards the promotion of the Objects.
- ii. A Trustee may pay out of, or be reimbursed from, the property of the Church reasonable expenses properly incurred by him or her when acting on behalf of the Church..
- iii. None of the income or property of the Church may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Church. This does not prevent:
  - (a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Church;
  - (b) a Trustee from:
    - (i) buying goods or services from the Church upon the same terms as other members of the public;

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- (i) receiving a benefit from the Church in the capacity of a beneficiary of the Church, provided that the Trustees comply with the provisions of sub clause (vi) of this clause, or as a member of the Church and upon the same terms as other members;
  - (c) To purchase indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Church but excluding:
    - (i) fines,
    - (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of fraud, dishonesty or willful or reckless misconduct of the Trustee or other officer;
    - (iii) liabilities to the Church that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Church or in respect of which the person concerned did not care whether that conduct was in the best interests of the Church or not.
  - (d) he or she is not prevented from so doing by sub-clause (ii) of this clause; and
  - (e) the benefit is permitted by sub-clause
  - (f) In exceptional cases other payments or material benefits (but only with the prior written approval of the Charity Commission).
- iv. No Trustee may be paid or receive any other benefit for being a Trustee.
- v. A Trustee may:
- (a) sell goods, services or any interest in land to the Church;
  - (b) be employed by or receive any remuneration from the Church;
  - (c) receive any other financial benefit from the Church
- if
- (d) he or she is not prevented from so doing by sub-clause iv of this clause; and
  - (e) the benefit is permitted by sub-clause iii of this clause; or
  - (f) the benefit is authorised by the Committee in accordance with the conditions in sub-clause vi of this clause.

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- vi. (a) if it is proposed that a Trustee should receive a benefit from the Church that is not already permitted under sub-clause iii of this clause, he or she must:
    - (i) declare his or her interest in the proposal;
    - (ii) be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
    - (ii) not be counted in determining whether the meeting is quorate.;
    - (iii) not vote on the proposal.
  - (b) in cases covered by sub-clause v of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Church to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).
  - (c) The Trustees may only authorise a transaction falling within paragraphs 10(i) to (iii) of this clause if the Committee comprises a majority of Trustees who have not received any such benefit.
  - (d) If the Committee fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Church.
- vii A Trustee must absent himself or herself from any discussion of the Committee in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Church and any personal interest (including but not limited to any personal financial interest) and take no part in voting upon the matter.
  - Viii In this Clause 10, "Trustee" shall include any person firm or company connected with the Trustee.

### 5. Dissolution of the Church:

- i If the members resolve to dissolve the Church the Trustee will remain in office as Charity Trustees and be responsible for winding up the affairs of the Church in accordance with this clause..

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- ii. The Committee must collect in all of the assets of the Church and must pay or make provision for all of the liabilities of the Church.
- iii. After making provision for all outstanding liabilities of the Church the Committee must apply the remaining property and funds in one or more of the following ways:-
  - (a) by transfer to one or more other bodies established for exclusively charitable purposes within the same as or similar to the Objects;
  - (b) directly for the Objects or charitable purposes within or similar to the Objects;
  - (c) in such other manner consistent with charitable status as the Charity Commission approve in writing in advance.
- iv. The members may pass a resolution before or at the same time as the resolution to dissolve the Church specifying the manner in which the Committee are to apply the remaining property or assets of the Church and the Committee must comply with the resolution if it is consistent with paragraphs (a)-(c) inclusive in sub-clause iii above.
- v. In no circumstances shall the net assets of the Church be paid to or distributed among the members of the Church.
- vi. The Committee must notify the Commission promptly that the Church has been dissolved. If the Committee are obliged to send the Church's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.

### **6. Amendments.**

- i. The Church may amend any provision contained in Part 1 of this Constitution provided that:
  - (a) no amendment may be made that would have the effect of making the Church cease to be a Charity at law;.
  - (b). no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Church;
  - (c) no amendment may be made to clause 4 without the prior written consent of the Commission;
  - (d) any resolution to amend a provision of Part 1 of this constitution is passed by not less that two thirds of the members present and voting at a general meeting..
- ii. Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general

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meeting.

- iii. A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

### Part 2

#### 7. Membership.

- i. Membership of the Church is open to any individual over eighteen who subscribes to the belief and pledge of the Greater World Christian Spiritualist Association.
- ii.
  - (a) The Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Church to refuse the application.
  - (b) The Committee must inform the applicant in writing of the reasons for the refusal within twenty one days of the refusal.
  - (c) The Committee must consider any written representations the applicant may make about the decision. The Committee's decision following any written representations must be notified to the applicant in writing but shall be final.
- iii. Membership is not transferable to anyone else.
- iv. The Committee must keep a register of the names and addresses of the members.

#### 8. Termination of Membership

Membership is terminated if:

- (i). The member dies;
- (ii). The member resigns by written notice to the Church unless, after the resignation, there would be less than two members;
- (iii) any sum due from the member to the Charity is not paid in full within three months of it falling due;.
- (iv) the member is removed from membership by a resolution of the Committee that it is in the best interests of the Church that his or her membership be terminated. A resolution to remove a member from membership may only be passed if:
  - (a) the member has been given at least twenty one days notice in writing of the Committee Meeting at which the resolution will be proposed and the reasons why it is to be proposed;

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- (b) the member or, at the option of the member, the member's representative (who need not be a member of the Church) has been allowed to make representations to the meeting.

### 9. General Meetings.

- i. The Church must hold a general meeting within twelve months of the adoption of this constitution..
- ii. The annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- iii. All general meetings other than annual general meetings shall be called special general meetings.
- iv. The Committee may call a special general meeting at any time.
- v. The Committee must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Committee fail to hold the meeting within twenty eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

### 10. Notice

- i. The minimum period of notice required to hold any general meeting of the Church is fourteen clear days from the date on which the notice is deemed to be given.
- ii. A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- iii. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- iv. The notice must be given to all members and to the Trustees.

### 11. Quorum

- i. No business shall be transacted at any general meeting unless a quorum is present.
- ii. A quorum is six members entitled to vote upon the business to be conducted at the meeting or one twentieth of the total membership at the time whichever is the greater.

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- iii. If a quorum is not present within half an hour from the time appointed for the meeting or during a meeting a quorum ceases to be present then meeting shall be adjourned to such time and place at the Committee shall determine.
- iv. The Committee must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date time and place of the meeting.
- v. If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

### 12. Chair

- i. General meetings shall be chaired by the person who has been elected as President.
- ii. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Committee shall chair the meeting.
- iii. If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- iv. If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.
  - (a) receive the accounts of the Church for the previous financial year;
  - (b) receive the report of the Committee on the Church's activities since the previous Annual General Meeting.
  - (c) elect new Trustees to replace those retiring from office;
  - (d) propose to the Committee from among the Members of the Church the President and Vice President of the Church for the following year;
  - (e) appoint an auditor or independent examiner for the Church where required;
  - (f) may confer on any individual (with his or her consent) an honorary title of the Church;
  - (g) discuss and determine any issues of policy or deal with any other business put before them.

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- ix. An Extra-Ordinary Meeting may be called at any time by the Committee and must be called within 14 days after a written request to the Committee from at least 15 Members.

### 13. Adjournments

- i. The members present at a meeting may resolve that the meeting shall be adjourned.
- ii. The person who is chairing the meeting must decide the date time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- iii. No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- iv. If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.

### 14. Votes

- i. Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- ii. A resolution in writing signed by each member who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed on behalf of one or more members.

### 15. Officers and Trustees

- i. The Church and its property shall be managed and administered by a committee comprising the Officers and other members, elected in accordance with the Constitution. The Officers and other members of the committee shall be the Trustees of the Church and in this constitution are together called the "Trustees".
- ii. The Church shall have the following Officers:
  - A president
  - A vice president
  - A treasurer
  - A membership secretary

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- A Medium booking secretary
- A general secretary
- iii. A Trustee must be a member of the Church.
- iv. No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 18.
- v. The number of Trustees shall not be less than three but (unless otherwise determined by a resolution of the Church in general meeting) shall not be subject to any maximum.
- vi. The first Trustees (including officers) shall be those persons elected as Trustees and Officers at the meeting at which this Constitution is adopted.
- vii. A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

### **16. The Appointment of Trustees**

- i. The Church in general meeting shall elect the Officers and the other Trustees.
- ii. The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause v(b) of this clause, they may also appoint Trustees to act as Officers.
- iii. Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.
- iv. No one may be elected a Trustee or an Officer at any general meeting unless he or she has been a member of the Church for at least two years and at least one week prior to the meeting the Church is given a notice that:
  - (a) is proposed and seconded by two different members entitled to vote at the meeting;
  - (b) states the members' intention to propose and second the appointment of a person as a Trustee or as an officer;
  - (c) is signed by the person who is to be proposed to show his or her willingness to be appointed.
- v. (a) The appointment of a Trustee, whether by the Church in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance this Constitution as the maximum number of Trustees.

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- (b) The Trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

### 17. Powers of Trustees

- i. The Trustees must manage the business of the Church and have the following powers in order to further the Objects (but not for any other purpose):
  - (a) to raise funds. In doing so, The Trustees must not undertake any substantial permanent trading activity and must comply with the relevant statutory regulations;
  - (b) to buy, take on lease or exchange, hire or otherwise acquire any property and to maintain and equip it for use;
  - (c) to sell, lease or dispose of all or part of the property belonging to the Church . In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
  - (d) to borrow money and to charge the whole or part of any property belonging to the Church as security for repayment of the money borrowed. the Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006 if they intend to mortgage land.
  - (e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them.
  - (f) to establish and support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
  - (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;
  - (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
  - (i) to obtain and pay for such goods and services as are necessary for the carrying out the work of the Church;
  - (j) to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;
  - (k) to approve spiritual mediums, ministers and healers who serve the Church;
    - (l) to do all such other lawful things as are necessary for the achievement of the Objects;
- ii. Only spiritual healers holding qualifications awarded by a recognised central body and who are covered by insurance may be approved by the Trustees to practice healing within the Church.

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- iii. No alteration to this Constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- iv. Any meeting of Trustees at which a quorum is present at the time of the relevant decision is made may exercise all the powers exercisable by the Trustees.

### **18. Disqualification and Removal of Trustees**

A Trustee shall cease to hold office if he or she:

- i. is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- ii. ceases to be a member of the Church;
- iii. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- iv. resigns as a Trustee by notice to the Church (but only if at least two Trustees will remain in office when the notice of resignation is to take effect);
- v. is absent without the permission of the Trustees from all their meetings held within a period of three consecutive months and the Trustees resolve that his or her office be vacated;

### **19. Proceedings of Trustees**

- i. The Trustees may regulate their proceedings as they think fit, subject to the provisions of this Constitution.
- ii. Any Trustee may call a meeting of the Trustees.
- iii. The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- iv. Questions arising at a meeting must be decided by a majority of votes.
- v. In the case of the equality of votes, the person who chairs the meeting shall have a second or casting vote.
- vi. No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- vii. The quorum shall be two or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.

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- viii. A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- ix. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting
- x. The person elected as the President shall chair meetings of the Trustees.
- xi. If the President is unwilling to preside or is not present within ten minutes of the time appointed for the meeting, the Trustees present may appoint one of their number to chair the meeting.
- xii. The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this Constitution or delegated to him or her in writing by the Trustees.
- xiii. A resolution in writing signed by all the Trustees entitle to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.
- xiv. The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

### **20. Delegation**

- i. The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recoded in the minute book.
- ii. The Trustees may impose conditions when delegating, including the conditions that:
  - The relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - No expenditure may be incurred on behalf of the Church except in accordance with a budget previously agreed with the Trustees.
- iii. The Trustees may revoke or alter a delegation.
- iv. All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

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### 21. Irregularities in Proceedings

i. Subject to sub-clause ii of this clause, all acts done by a meeting of Trustees, or a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the Constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if without:

- the vote of that Trustee; and
- that trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.

ii. Sub-clause i of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

iii. No resolution or act of

- (a) the Trustees
- (b) any committee of the Trustees
- (c) the Church in general meeting

shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member of the beneficiaries of the Church.

### 22. Minutes

The Trustees must keep minutes of all:

- i. Appointments of Officers and Trustees made by the Trustees;
- ii. Proceedings at meetings of the Charity;
- iii. Meetings of the Trustees and committees of Trustee including;

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- The names of the Trustees present at the meeting;
- The decisions made at the meetings; and
- Where appropriate the reasons for the decisions.

### 23. Annual Report and Return and Accounts

- i. The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
  - (a) the keeping of accounting records for the Church;
  - (b) the preparation of annual statements of account for the Church;
  - (c) the transmission of the statements of account to the Commission;
  - (d) the preparation of the Annual Report and its transmission to the Commission;
  - (e) the preparation of the Annual Return and its transmission to the Commission.
- ii. Where appropriate, accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

### 24. Registered Particulars

The Trustees must notify the Commission promptly of any changes to the Church's entry on the Central Register of Charities.

### 25. Property

- i. The Trustee must ensure the title to:
  - (a) All land held by or in trust for the Church that is not vested in the Official Custodian of Charities; and
  - (b) All investments held by or on behalf of the Church,Is vested in not less than three individuals appointed by them as holding Trustees.
- ii. the terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Church.

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- iii. The Trustee may remove the holding Trustee at any time.

### **26. Repair and insurance**

The Trustees must keep in repair and insure to their full value against fire and the usual risks all the buildings of the Church (except those buildings that are required to be kept in repair or insured by a tenant). They must also insure suitably in respect of public liability and employers' liability.

### **27. Notices**

- i. Any notice required by this Constitution to be given to or by any person must be:
  - (a) in writing; or
  - (b) given using electronic communication.
- iii. The Church may give any notice to a member either:
  - (a) personally; or
  - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
  - (c) by leaving it at the address of the member; or
  - (d) by giving it using electronic communication to the member' address; or
  - (e) by posting it on the Church's notice board.
- iv. A member present in person at any meeting of the Church shall be deemed to have received notice of the meeting and of the purposes for which it is called.

### **.28. Rules**

- i. The Trustee may from time to time make rules or bye-laws for the conduct of their business.
- ii. The bye-laws may regulate the following matters but are not restricted to them.
  - (a) the admission of members of the Church and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members or by members of the public attending events and services;
  - (b) the conduct of members of the Church in relation to one another, and to the Church's employees and volunteers;

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- (c) the setting aside of the whole or any part or parts of the Church's premises at any particular time or times or for any particular purpose or purposes;
  - (d) the procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;
  - (e) the keeping and authentication of records. (if regulations made under this clause permit records of the Church to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
  - (f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- iii. The Church in a general meeting has the power to alter, add to or repeal the rules or bye-laws.
  - iv. The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Church.
  - v. The rules or bye-laws shall be binding on all members of the Church. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

**Signed by the Trustees on 23<sup>rd</sup> June 2009**

Malcolm Taylor

Eve Watkins

Elsie Manlow

Bob Jillins

William Huett

Pat Lappage

Lily Cherrill

Joseph Gould

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