

REGULATIONS OF THE MOTHERS' UNION: DIOCESE OF LICHFIELD

These regulations are to be read in conjunction with the Constitution of The Mothers' Union: Diocese of Lichfield. (Registered Charity number 249942)

1 MEMBERSHIP

- i. Persons wishing to become a member shall undergo a period of preparation before being admitted, during which they shall be given instruction in the Purpose, Aims and Objectives of the Charity. Such preparation shall be given by the Branch Leader or their representative or in the case of Diocesan members a person nominated by the Diocesan President or Board.
- ii. All members shall be duly admitted and shall receive a membership card.

2 TRUSTEE BOARD

2a POWERS

- i. As stated in the Constitution the Board may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule or regulation may be made which is inconsistent with the Constitution.
- ii. Subject to the above the Board may exercise all such powers and do all such acts and things as may be done by the Charity. In particular (but not by way of limitation) they shall;
Debate, consider and determine all matters of policy and strategy to be effected on behalf of the Charity.
Manage and supervise the finances of the Charity.
Monitor, review and evaluate the work of the Charity.
Receive, consider and respond to all resolutions received from the Members' Meetings and Annual General Meeting (AGM).
Appoint sub-committees on such terms and for such purposes as they shall consider appropriate.
Be the only body within the Charity authorised to issue or make any official statement or public pronouncement upon the policy, activities or view of the Charity or upon any public issue on behalf of the Charity.
Receive, advise and decide on any questions forwarded from any person.

2b DUTIES

- i. The Board shall make such recommendations to the Members' Meetings and AGM as they see fit for the better ordering or clarification of the affairs, administration or functioning of the Charity.
- ii. The Board shall submit reports to each Member's Meeting and AGM to include the following:
 - a) A report on finance and financial developments within the Charity since the previous meeting.
 - b) A report on the work of the sub-committees in operation or established since the previous meeting.
 - c) A report on any notable aspects of the work of the Charity (whether in Diocese of Lichfield or elsewhere) since the previous meeting.

2c MEETINGS

- i. Any Trustee shall not be asked by any means to commit themselves beforehand on any subject coming up for discussion.

2d TRUSTEE APPOINTMENTS

- i. Trustees will be elected by the members or co-opted or appointed by the Board, with a minimum of 51% elected by the members. In the event of insufficient elected trustees, the Board may appoint trustees up to a maximum of 8 overall. Up to an additional 3 trustees may be co-opted for one three-year term or part thereof.
- ii. A co-opted trustee may be eligible for election or appointment as a Trustee immediately upon completion of their one three-year term of office. With the agreement of the Bishop, the Chaplain may serve as a Trustee for an indefinite period. The Diocesan President may be elected immediately following a term of six years as a Trustee. The Diocesan President shall not be eligible for election/appointment/co-option as a Trustee for a period of three years following completion of term as Diocesan President.

2e ELECTIONS

- i. The Diocesan President shall be elected by the members for a term of three years and shall be eligible for re-election for a further three-year term. The members may elect a Diocesan President Elect up to 18 months prior to taking up term of office. If the President Elect is currently a Trustee he/she shall remain on the Board. If not, then he/she shall be eligible to attend Trustee meetings as an observer.

No person shall serve as Diocesan President for more than six years whether consecutively or otherwise, and retirement for any reason during any three-year term shall be deemed as completion of a three-year term. Subject to the foregoing provisions of the Charity any member of the Charity shall be eligible for election as Diocesan President.

All names that have been proposed and seconded by members will be voted on by the membership as set out in clause 3f. After voting the successful candidate will be presented to the diocesan bishop. Where only one nominee is proposed and seconded for election, there is no need for voting to take place and will be considered elected.

- ii. Sub-committees – The Board may establish sub-committees and a Trustee will be on each sub-committee. The Board shall establish the terms of reference for each sub-committee and agree the role profiles for the committee members and invite people to join. The Diocesan President and Honorary Treasurer may also attend meetings of all sub-committees.

3 MEMBERS' MEETINGS (previously Council)

3a ATTENDANCE

- i. There will be a minimum of one Members' Meeting per year and one Annual General Meeting.
- ii. All members of the Charity and its trustees may attend the meeting.
- iii. The Diocesan President and/or the Board may invite the attendance of representatives of other organisations to its meetings. Such representatives shall attend as observers only and shall have no power to vote.
- iv. The agenda and all papers for the meetings will be sent to the Board and the members at least seven days before the meeting.

3b POWERS AND RESPONSIBILITIES

The members shall have the following powers and responsibilities:

- i) To elect the Diocesan President
- ii) To elect trustees to the Board
- iii) To review the policy, work and proposals of the Charity and by resolution or any other appropriate means to bring their views to the attention of the Board for consideration.
- iv) When requested by the Board to provide advice, expertise and assistance to the Board and to provide members for working groups and sub-committees on subjects and areas of work relevant to the affairs of the Board.
- (v) To make or amend by Resolution these Regulations for the better governance of the Charity.

3c MEETINGS

- i. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of that meeting.

3d PROCEEDINGS AT MEETINGS

- i. No business shall be transacted at any meeting unless there is a quorum of members – 5% of the total membership of the Charity as at the date of the meeting.
- ii. If, within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned to such other day and such other time and place as the Diocesan President and/or Board may determine. Alternatively, the meeting may proceed but no business matters requiring voting may be transacted.

- iii. If the meeting has been convened on the requisition of the members and within half an hour from the time appointed for the meeting a quorum is not present the meeting shall be dissolved.
- iv. The Diocesan President shall Chair every Members' Meeting, Annual General Meeting and any Extraordinary Members' Meeting (EMM). If the Diocesan President is not present the Chair shall be taken by a Trustee nominated by the Diocesan President or the other members of the Trustee Board.
- v. At any meeting a resolution put to the vote of the meeting shall be decided by vote as per paragraph 3f.
- vi. In the event of any equality of votes the Chair shall be entitled to a second or casting vote.
- vii. Any resolution considered and certified by the Board to involve a principle of the Charity or being otherwise of paramount importance must be carried by two thirds of the total votes cast,
- viii. Members and trustees shall not be asked by any means to commit themselves beforehand on any subject coming up for discussion.
- ix. The minutes of the previous Members' Meeting, AGM or EMM shall be read with a view to confirmation, except that if a copy of the minutes has been sent not less than seven days previously to all nominated branch representatives, they may by agreement be taken as read and signed.

3e ANNUAL GENERAL MEETING

The Diocesan Accounts and Annual Report for the previous calendar year shall be formally presented at the AGM.

3f VOTING

- i. All voting for the Charity shall be done by the full membership.
- ii. A vote taken at a Member's Meeting will initially be done by show of hands. If the vote is unanimous, the vote will be accepted. However, should any vote not be unanimous, the vote will revert to a ballot and be voted on by all members present.
- iii. Any vote not conducted at a Members' Meeting shall be done in writing and the Board shall appoint a person to conduct the vote.

4 SUB-COMMITTEES

- i. The Board may establish a number of sub-committees to conduct the day to day activity of the Charity.
- ii. Each sub-committee shall have at least one Trustee as a member.
- iii. The sub-committee shall appoint a Chair from its members.

- iv. The Board will establish role profiles for committee members and will invite members to join the sub-committees.
- v. The sub-committee may make recommendations to the Board on additional members or changes to the sub-committee's Terms of Reference.
- vi. The role of the sub-committees will be advisory and not executive.
- vii. Each sub-committee shall meet when required by the Board but in any event not less than twice per calendar year.

5 ACCOUNTS AND INDEPENDENT EXAMINATION

- i. The Board shall cause true accounts to be kept of the receipts and payments of the Charity and of the matters in respect of which such receipts and payments arise and of the assets and liabilities of the Charity.
- ii. The Board shall lay before its members at the AGM a Statement of Assets and Liabilities and a Receipts and Payments Account made up to the 31st December of the previous year together with an Annual Report detailing the activities of the Charity in the previous year.
- iii. The said Statement of Assets and Liabilities and Payments Account shall be examined by an Independent Examiner appointed annually or so often as may be required by the Board.
- iv. Copies of the said Statement of Assets and Liabilities and Receipt and Payments Account together with the Independent Examiner's report thereon, shall be open to inspection without charge by any member at all convenient times at a place to be determined by the Board during a period beginning not less than twenty eight days before the Members' Meeting at which the said statement and accounts are to be considered and continuing until the day of such meeting.
- v. The Board shall take all necessary steps to ensure that all salaried staff of the Charity and all other relevant persons give to the said Independent Examiner such information and explanations as he/shall require.

6 VICE PRESIDENT

At the first meeting of the Trustee Board following elections, the elected trustees shall appoint a Vice President from their number. The Vice President will deputise for the President by chairing Board and Members Meetings if the President is unavailable through illness or other Mothers' Union commitments.

7 HONORARY CHAPLAIN

The Diocesan President shall, after consultation with the Diocesan Bishop, appoint an Honorary Chaplain of the Charity. The Honorary Chaplain may be a Trustee but in the event that they are not a Trustee, they may attend Board meetings and may speak but may not vote.

8 HONORARY TREASURER

- i. The Board shall appoint an Honorary Treasurer of the Charity. The Honorary Treasurer may be elected/appointed/co-opted by the Board as a Trustee.
- ii. The Honorary Treasurer shall cause to be kept a true account of the receipts and payments of the Charity and of the matters in respect of which such receipts and payments arise and of the assets and liabilities of the Charity.
- iii. The Honorary Treasurer shall advise the Board on financial matters and provide for each meeting of the Board a statement of the financial affairs of the Charity.

9 SALARIED OFFICIALS

- i. The Board may decide on any salaried/paid posts but may delegate the responsibility for making the appointment.
- ii. All salaried/paid appointments must be conducted by fair and open competition.
- iv. No-one in receipt of a salary, wages or honorarium from the funds of the Charity shall have power to vote at any meeting of the Charity

10 COMMUNICATIONS WITH THE MEDIA

No communication with the media, concerning the policy or activities of, or events concerning, the Charity shall be made without the sanction of the Diocesan President or, in their absence, their appointed representative.

11 BRANCH ORGANISATION

- i. A new Parochial Branch may only be formed with the consent of the Diocesan President and shall be run in accordance with the Constitution and these regulations.
- ii. Should there be a question of the closure of a branch, efforts should be made to ensure that this takes place only after consultation with the Diocesan President and honorary treasurer. If possible, six months' notice of the intention to close the branch should be given to the Diocesan President. Upon closure of a branch, arrangements should be made with the Diocesan Administrator and Honorary Treasurer for the transfer of any assets, monies, records etc. to the Charity.
- iii. The affairs of each branch shall be managed by a Branch Committee which shall meet at least twice a year. The committee should ideally comprise:
Branch Leader
Branch Secretary
Branch Treasurer together with an appropriate number of elected members (It is desirable to have at least one committee member for every 10 members).

- iv. Each Branch shall hold an Annual Meeting, early in the year, at which minutes are taken and elections take place.
- v. The members of the Branch shall elect the Branch Leader, Secretary, Treasurer and members of the Branch Committee.
- vi. The Branch Treasurer shall cause to be kept a true record of the receipts and payments of the Branch. A Receipts and Payments Account for the previous year shall be presented to the members at the Annual Meeting These accounts shall be examined by an Independent Examiner.
- vii. To comply with Charity Law a copy of the accounts, including a bank statement, and other returns which are requested must be returned to the Diocesan Office at the appropriate time.
- viii. Branch programmes should be arranged to further generally the Aim, Purpose and Objectives of the Mothers' Union and ideally should include prayer, education and service to the community.
- ix. In the event that a Branch does not have a Branch Leader, the members shall appoint a Branch Representative to receive all correspondence from the Charity.

12 CHARITABLE APPEALS

Subject to the Aim, Purpose and Objectives of the Mothers' Union a branch may not be used as a channel for charitable appeals on behalf of other organisations, nor shall money be allocated to them from any Mothers' Union branch or Charity funds, without the sanction of the Board of Trustees.

13 THE FEAST OF THE ANNUNCIATION

The Feast of the Annunciation (25th March or such date as may be appointed by the Church for the keeping of that Festival) shall be observed as a special day of prayer and thanksgiving for the Mothers' Union.

14 MEETINGS TO INCLUDE PRAYER

All meetings of the Mothers' Union shall include a time of prayer.

15 ALTERATION OF REGULATIONS

No alteration of or addition to these Regulations shall be made unless prior written notice of such proposed alteration or addition has been received by the Diocesan President and the Diocesan Administrator at least twenty-eight days before the scheduled Member's Meeting or AGM and is approved by two thirds of the votes cast at that meeting.

ADOPTED AT A MEETING HELD AT PARISH CHURCH OF ST THOMAS + ST ANDREW
ON 10th November 2022 STAFFORD.

NAME HELEN ELIZABETH PALFREY SIGNED Helen Palfrey

[Name and signature of Chair of meeting]

WITNESSED

NAME MARTIN G. STRONG SIGNED Martin Strong

ADDRESS ST THOMAS VICARAGE, BOXEY, STAFFORD

OCCUPATION MINISTER OF RELIGION ST16 1EQ

[Name, address, occupation and signature of witness]