

## ARCAID

Registered Charity No. 1002243

### CONSTITUTION

1. The organisation shall be known as ARCAID.
2. ARCAID is established for the relief of persons anywhere in the world outside the United Kingdom who are suffering any form of hardship or privation as a result of drought, flood or other natural disaster or war, oppression or other human activity or who, by reason of their social and economic conditions, are in need of such assistance.

In furtherance of the above objects but not further or otherwise ARCAID shall have power to :

- (1) procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the above objects;
  - (2) procure contributions by personal or written appeal, public meetings or otherwise provided that ARCAID shall not undertake any permanent trading activities in raising funds for the said objects;
  - (3) bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals;
  - (4) do all such other lawful things as shall further the said objects.
3. Membership shall consist of the clergy and all parishioners of the RC Parish of St Joan of Arc, Farnham, Surrey, whether or not they subscribe to ARCAID funds, and any subscribers to ARCAID funds who are not parishioners of St Joan of Arc. Membership of a non- parishioner shall terminate on ceasing to be a subscriber to ARCAID funds, or in the case of a parishioner who is not a subscriber on ceasing to be a parishioner of St Joan of Arc.
  4. The amount and frequency of subscription shall be entirely at the discretion of the subscriber.

5. Management shall be by a committee consisting of a Chairman (or woman), Vice-chairman, Secretary and Treasurer (the officers) and not less than 3 or more than 6 other members. Officers and other members shall give their services free of charge. The committee shall have power to commit and disburse funds for the objects at Clause 2, taking into account any views on policy that may be put forward by subscribers.

6. (i) The officers and committee and the honorary independent examiner of the accounts (the auditor) shall be elected either at the Annual General Meeting or, if the committee so decide, at an Extraordinary General Meeting. At least 7 days' notice shall be given of the closing date for nominations for election.

(ii) All committee members and the auditor shall serve until the third Annual General Meeting after their election. The officers and the auditor may be re-elected for consecutive terms but the other members may be re-elected only for one year at a time and no more than three times, after which they shall not be eligible for re-election until the first Annual General Meeting following that at which their previous term of office expired unless

(a) in the opinion of the committee the circumstances are exceptional, or

(b) the member wishes to stand for election as an officer.

(iii) The Committee may additionally co-opt any person to fill a vacancy on the Committee or in the office of auditor or as an assistant or adviser to the committee. The person co-opted shall serve until the next following Annual General Meeting.

7. (a) At least 14 days' notice, and notice of business to be conducted, shall be given to the membership, in the parish newsletter, of the Annual and any Extraordinary General Meeting. At both annual and extraordinary meetings no less than 20 parishioners or subscribers to ARCAID shall be required for a quorum on ARCAID business. Decisions on such business shall, except as in clauses 7(b) and 11, be taken by simple majority vote, and shall be minuted and published within the parish.

(b) Alteration to this constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or an Extraordinary General meeting. A resolution for the alteration of this constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 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 shall be made to clause 2 (objects) clause 11 (dissolution) or this clause without the written approval of the Charity Commission and no alteration shall be made which would have the effect of causing ARCAID to cease to be a charity in law.

8. The committee shall meet to decide on the commitment and disbursement of funds as often as is considered necessary and not less frequently than 3 times in any calendar year. Meetings shall be called by the Chairman or in the Chairman's absence by one of the other officers. Not less than 3 weeks notice shall be given of each meeting except with the agreement of a quorum, which shall consist of 4 members. Decisions shall be taken by simple majority vote and shall be minuted. All commitments of funds shall promptly be made public within the parish.
9. Funds shall be banked in the name of ARCAID. Cheques and orders for the expenditure or movement of funds shall require two signatories and one these shall be an officer.
10. The financial year shall end on 31<sup>st</sup> October. Annual accounts, certified by the auditor, shall be published within the parish.
11. ARCAID may be dissolved by a resolution passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which 21 days' notice shall have been given to the members. Such a resolution shall give instructions for the disposal of any assets held by or in the name of ARCAID, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of ARCAID but shall be given or transferred to CAFOD so long as it shall remain a registered charity, and if and in so far as effect cannot be given to this provision, then to some other similar charitable purpose(s) or charitable institution(s).

April 2011