



CONSTITUTION

1. **NAME:** Salisbury Catholic OutREach hereinafter called 'SCORE'
2. **INVOLVEMENT AND MEMBERSHIP OF SCORE:**
 - Attendees of the three Salisbury parishes
3. **OBJECTS:** The Objects of SCORE are:
 1. Raising and distributing money to charities supporting projects both at home (predominantly within the boundary of the RC Deanery of Salisbury) and abroad (with an emphasis on the developing world) for:
 - A The relief of poverty (including sustainable development)
 - B The advancement of education
 - C The advancement of Christian principles
 - D The relief and prevention of sickness
 - E The provision of homes and housing
 2. Promotion of:
 - A Awareness of the above issues
 - B. Education in the issues surrounding the vulnerable and marginalised.
 3. To further these objectives there should be a Management Committee (hereinafter called the Committee) with the following powers:
 - A To raise funds and invite and receive contributions from any person or persons by way of donations and regular donations.
 - B To co-operate and collaborate with voluntary bodies and statutory authorities operating in similar charitable fields and to exchange information and advice.
 - C To establish and operate current and/or deposit accounts with bankers in the name of SCORE.
 - D To arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and seminars.
 - E To invite/receive applications for grants, donations etc. to provide for projects at Home and Overseas.

4. APPOINTMENT OF THE COMMITTEE:

Personnel from each parish viz: 3 Holy Redeemer
 3 St. Gregory's
 1 St. Osmund 9am Mass
 1 St. Osmund 11am Mass
 1 St. Osmund 6pm Mass
 1 Downton
 1 Whaddon
 Ex Officio - clergy of the three parishes

The three officers will be elected from the Parish representatives.
A quorum shall be five people from the Committee.

5. POWER TO MAKE REGULATIONS:

The Committee shall have the power to make, vary and revoke Regulations for:

- A the time, place and method of calling meetings of the Committee
- B the custody of monies, deeds, securities and documents belonging to SCORE
- C the invitation to and appointment of such persons as they may select to be Chair, Treasurer and Secretary of SCORE.

6. AMENDMENTS:

The Committee may vary the provisions of this Constitution provided notice of any meeting of the Committee be called to consider such proposed variation shall be served on each member seven clear days beforehand.

7. POWER TO DELEGATE:

The Committee may use the services of any duly qualified or competent agent or servant to transact business within the field of his expertise, i.e. Gift Aid Organisers

8. ELECTED OFFICERS:

The members of SCORE shall appoint three elected officers to fill the following honorary positions:

Chair
Treasurer
Secretary

Officers shall stand for a period of one year and may be reappointed.

9. PROCEDURES:

- A The Chair may at any time, and two Committee members, cause the Secretary to convene a meeting of the Committee
- B The Chair shall preside at all meetings of the Committee. If the Chair is unable to be present he shall delegate a member of the Committee.
- C Decisions made at any meeting shall be decided by a majority of votes (each member of the committee present having one vote) and in the case of equality of votes the Chair shall have the casting vote.
- D The majority shall be a simple majority.
- E Notice of every meeting of the Committee shall be served by the Secretary to Committee members seven days before the meeting.
- F Every notice of a meeting shall state the place, day and hour of the meeting and the business to be transacted.
- G The Committee shall, when necessary, call a meeting of the Parish Treasurers and/or Gift Aid Organisers to discuss SCORE procedures.
- H There shall be a minimum of four meetings a year.
- I An Annual General Meeting to be held in the first half of each new calendar year.
- J The Committee will be the final arbiter in the interpretation of the objects of SCORE.

10. REPORTING RECORDS AND ACCOUNTS:

- A The Committee to ensure proper minutes be kept on file.
- B Such minutes of any meeting be signed by the Chair of such meeting or by the Chair of the next succeeding meeting, and shall be conclusive evidence of the matters stated in such minutes.
- C The Committee shall ensure full and punctual accounts be kept of the funds, and at least once in every year prepare a statement of account.
- D The Committee shall arrange for an inspection of these accounts when published.
- E The Committee shall make a report to the parishes at least once a year.
- F SCORE is operated under the authority of the Clifton Diocese (A Company Limited by Guarantee registered in England and Wales under number 10462076. Registered charity number: 1170168. Registered Office: St Ambrose North Road Leigh Woods Bristol BS8 3PW) and will make an annual report to the Finance Office of the Clifton Diocese.

11. APPOINTMENTS AND RETIREMENTS OF THE COMMITTEE:

- A A new Committee member may be appointed by a resolution of the Committee and recorded in the minutes
- B A Committee member may retire and such retirement shall be recorded in the minutes.
- C A Committee member may serve for three years but shall be eligible for re-election for a further period of one year after which they must stand down for at least one year. In exceptional circumstances the Committee, through a majority, have the power to waive these requirements.
- D The office of a Committee member shall be vacated if:
 - He/she resigns office by notice in writing
 - Ceases to reside in the Salisbury parishes
 - Is absent from three consecutive meetings of the Committee
 - The other Committee members can unanimously pass a resolution to this effect.
 - The number of Committee members shall not be less than five and in the event of their number falling below five such additional Committee members shall forthwith be appointed from the membership of SCORE to make up the number to five.

12. CHARGING/OUT OF POCKET EXPENSES:

A Committee member shall not receive any remuneration or benefit from the fund other than the repayment of reasonable and proper out-of-pocket expenses incurred in connection with the work of SCORE

13. WINDING UP OF SCORE:

If 75% of the Committee at any time decide that it is expedient to discontinue SCORE, any assets remaining after paying off all debts and liabilities shall be given to such other charitable institution or institutions having similar objects to SCORE as the Committee shall decide.

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