

The Constitution of Mothers' Union in the Diocese of Manchester

Registered Charity No. 250086



(Amended December 2009)

Mothers' UNION
Christian care for families
Diocese of Manchester

MOTHERS' UNION IN THE DIOCESE OF MANCHESTER

Mothers' Union (hereafter referred to as the **Society**) is a Worldwide Society within the Anglican Communion having charitable status by Royal Charter – Registration Number 240531

Vision: Its vision is of a world where God's love is shown through loving, respectful and flourishing relationships.

Aim & Purpose: To demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms.

Objects:

- To promote and support married life
- To encourage parents in their role to develop the faith of their children
- To maintain a worldwide fellowship of Christians united in prayer, worship and service
- To promote conditions in society favourable to stable family life and the protection of children
- To help those whose family life has met with adversity.

Mothers' Union in the Diocese of Manchester (hereafter referred to as the **Charity**) has its own Charity Status – Registration Number 250086.

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PATRONS

The Diocesan Bishop is Patron and all Manchester Suffragan Bishops who accept the office shall also be Patrons.

MEMBERSHIP

In accordance with the provision in the Royal Charter, the members of the Society shall consist of:-

Incorporated members who are admitted by resolution of the World Wide Council with membership open to subscribing members who:

- i) have qualifications prescribed by regulations made by the World Wide Council.
- ii) have signed a declaration in such form as may be directed by the World Wide Council:
- iii) have been proposed and seconded by two Incorporated Members, one of whom must be a member of the World Wide Council.

Each diocesan President is a member and therefore can be the proposer or seconder of such nominations.

Rights of Incorporated Members

Incorporated members shall be eligible:-

- a) For election by World Wide Council as World Wide President, one of the six General Trustees, one of the Unit Co-ordinators or one the eight Representative Members of Worldwide Council.
- b) To send resolutions for discussion at World Wide Council to the Trustees.

Incorporated Member's Subscription

In addition to the member's subscription, every Incorporated Member is required to contribute to the Central Fund of the Mothers' Union an amount to be decided from time to time by the Trustees.

Resignation of Incorporated Members

An Ordinary Member who is elected as an Incorporated Member upon becoming an Office Holder is NOT required to resign Incorporated Membership when ceasing to be an Office Holder and may (if so wishing) continue as an Incorporated Member as long as she/he remains a member of the Mothers' Union and pays the subscription.

Any Incorporated Member may withdraw from Incorporated Membership by giving one month's notice, in writing, to the Chief Executive at Mary Sumner House, of intention to do so and upon the expiration of such notice shall cease to be an Incorporated Member.

Subscribing Membership shall be open to all those who:

- i) have been baptised in the name of the Holy Trinity; and
- ii) declare their support for the Aim and Objects of the Society.

All Subscribing members shall be duly admitted and shall sign a membership card in such form as shall from time to time be prescribed by World Wide Council.

All members, whether Incorporated or Subscribing, shall pay to the Central Funds of the Society an annual subscription of such amount and in such manner as may from time to time be required by resolution of the Central Board of Trustees.

In addition all members, whether Incorporated or Subscribing, shall pay an annual subscription to the Charity which shall be determined by the Manchester Board of Trustees.

GOVERNANCE OF THE CHARITY

Personnel within the Diocese

Diocesan President

Trustee Presidents (2) *

Archdeaconry Presidents (4)

Unit Co-ordinators (4)

Deanery Leaders (1 for each Deanery within the diocese)

Branch Leaders (1 for each Branch within the diocese)

Deanery Unit Leaders (4 for each Deanery within the diocese)

Archdeaconry Chaplains (4) *

Mothers` Union Enterprises Ltd. (MUE) Administrator *

Training Officers *

Honorary Diocesan Treasurer *

Diocesan Secretary

Each person shall be elected for a period of 3 years with the option of serving a second term of 3 years.

*Appointments made by Diocesan President which may continue after the initial term with the approval of the Diocesan President and the full Board of Trustees.

The Diocesan Secretary is a salaried appointment.

Board of Trustees

The Trustees shall be:-

The Diocesan President

Trustee Presidents (2)

Archdeaconry Presidents

Bolton Archdeaconry

Manchester Archdeaconry

Rochdale Archdeaconry

Salford Archdeaconry

Unit Co-ordinators

Action and Outreach

Administration

Faith and Policy

Marketing

(or such terms as shall from time to time be determined by the Board in line with central policy)

General Trustees (6) Independent and in their own right but from the area of

Bolton Archdeaconry (2)

Manchester Archdeaconry (1)

Rochdale Archdeaconry (2)

Salford Archdeaconry (1)

The Trustees shall have the power to co-opt additional Trustees providing the maximum number of Trustees does not exceed 18.

The Diocesan Secretary, Hon. Treasurer, Chaplains, Training Officers and MUE Administrator shall be entitled to attend meetings of the Board of Trustees but will not have the power to vote.

The Bishops may attend all meetings in their capacity as Patrons.

The Board of Trustees shall meet as required by the Diocesan President, but at least three times each year, and a quorum shall be ten members.

Duties and Powers of Trustees

The responsibility of Trustees is to act at all times and in every aspect of the Charity to further the vision of the Society with particular reference to supporting at all times the Central Constitution Bye-laws and Royal Charter. Subject to the Charter and the Bye-laws the Trustees may exercise all such powers and do all such acts and things as may be exercised or done by the Society and may make regulations for all matters required to be prescribed or determined by the Trustees.

They shall:

1. Act to ensure that at all times and in every aspect the administration, finance and daily working of the Charity is in accordance with the terms of the Charity Commissioners to enable the organisation to retain its charitable status. Of prime importance is the responsibility to submit to the Charity Commissioners all required Annual Reports and professionally examined Accounts by the due date.
2. Be legally responsible for any contracts entered into on behalf of the Charity. All contracts to be signed by two signatories nominated by the Board of Trustees, one of whom should be the Diocesan President.
3. Manage and supervise the finances of the Charity and determine, in consultation with the Treasurer, the annual subscription for members in the diocese. The Trustees shall appoint a Treasurer who will produce an annual consolidated balance sheet on the affairs of the Charity which shall be examined or audited by a person/s appointed by them in preparation for the Charity Commissioners.
4. Debate, consider and determine all matters of policy and strategy to be effected on behalf of the Charity.
5. Monitor, review, evaluate the work of the Charity and plan for new initiatives.
6. Appoint sub-committees on such terms and for such purposes as they consider appropriate in the diocese.
7. Make such recommendations to the World Wide Council of the Society as they see fit for the better ordering or clarification of the affairs, administration or functioning of the Society.
8. Receive, consider and respond to all resolutions received from the World Wide Council or the Council in the diocese, together with reports and recommendations from the Central or Diocesan Unit Co-ordinating Bodies.
9. Give reports of their meetings to the Diocesan Council.
10. Be responsible for the appointment of a Diocesan Secretary.

STRUCTURE OF THE CHARITY

The work of Mothers` Union is organised in Units, covering aspects as listed or as shall from time to time be determined by the Board of Trustees. There shall be a Diocesan Co-ordinator for each of the four Units.

ACTION AND OUTREACH

- Monitoring and relaying information to members of the work of the Society and Charity;
- Maintaining and furthering contact with Linked dioceses;
- Maintaining contact with Britain and Ireland Projects;
- Supervising diocesan Projects and initiating new ones;
- Encouraging local projects.

ADMINISTRATION

- Monitoring and relaying information to members of the work of the Society and Charity;
- The Secretarial services
- Finance and Budgeting
- Constitutional matters
- Membership services
- Families First and Families Worldwide
- Training

FAITH AND POLICY

- Monitoring and relaying information to members of the work of the Society and Charity;
- Assisting members with all matters of prayer and spirituality, including the provision of quiet days, retreats, worship, as deemed appropriate.
- With an appointed officer, oversee the I.M.P.C. (Indoor Members` Prayer Circle)
- With a Social Policy officer, to promote work including proposed legislation and issues affecting faith, marriage, families and welfare of children

MARKETING

This unit is divided into two parts:

a) Promoting the work of the Society

- Monitoring and relaying information to members of the work of the Society and Charity;
- Fundraising and sponsorship
- Creating initiatives to encourage new members
- Contact with all aspects of the Media
- Diocesan Inset (Cymbal)
- The Diocesan website

b) Mothers` Union Enterprises Ltd. which includes:

- Publications
- The Shop

Each Unit Co-ordinator shall:

- Work with the Diocesan President in furthering the work of Mothers' Union in the diocese;
- Lead the work of the Unit in the diocese;
- Represent the diocese at meetings arranged by the Society;
- Ensure that Trustees and members are kept fully informed of the work of the Unit;
- Provide articles and reports for Cymbal and the website;
- Organise and chair regular meetings with deanery representatives.

In line with the Diocesan Structures, each Deanery shall endeavour to appoint a deanery representative to the four units.

DIOCESAN COUNCIL

The Diocesan Council shall consist of :-

The Diocesan President

The Past Diocesan Presidents living in the Diocese

Trustee Presidents (2)

Archdeaconry Presidents (4)

Unit Co-ordinators (4)

All Deanery Leaders

All Branch Leaders (or 1 member representing the branch)

Deanery Unit Representatives

Training Officers

Archdeaconry Chaplains

Administrator for M U Enterprises Ltd.

The Diocesan Secretary and Treasurer with no power to vote.

The Diocesan Council shall meet as required by the Diocesan Board of Trustees, but at least twice each year, and a quorum shall be sixty members.

Duties and Powers of Diocesan Council

The Diocesan Council shall:

- report to the Trustees on the activities taking place in the deaneries;
- take a full part in debate and discussion on matters relating to the Charity;
- take a full part in the work of the Units in the diocese;
- bring to the attention of the Trustees matters of importance for discussion;
- be responsible for ensuring that every deanery is fully informed of the work of Mothers` Union in the diocese and in the world;
- be responsible for ensuring that the clergy in the diocese are kept fully informed of the work of the charity, and encouraged to make use of its resources.

GENERAL MEETING

A general meeting of Mothers` Union in the diocese shall be called once each year at such time and place as may be determined by the Trustees and shall be called The General Meeting. Not more than fifteen months shall elapse between such meetings and not less than 21 days notice shall be given.

The following reports shall be available for discussion:-

Report of the Board of Trustees

Financial Statement and Examined or Audited Accounts

Written reports from:-

Action and Outreach Unit Co-ordinator on

Social Concerns applicable at the time

Overseas Projects

Britain & Ireland Projects

Diocesan Projects

Administration Unit Co-ordinator on

the office

membership matters

constitutional matters

training matters

Faith and Policy Unit Co-ordinator on

Prayer and spirituality

Indoor Members Prayer Circle

Social Policy

The Marketing Co-ordinator on

Promotion of the Society

New Initiatives for membership

Cymbal and the Website

Any Fundraising and Sponsorship issues

The M.U.E.Administrator on

The Shop

New Publications

APPOINTED OFFICERS OF THE CHARITY

The Diocesan Secretary

The Secretary of the Charity shall be appointed after short listing and interviews undertaken by a sub group of trustees including, if possible, the Diocesan President. The decision shall be ratified by the Board of Trustees who monitor terms and conditions of service and agree on an annual review of salary.

The Diocesan Treasurer

This is an honorary position. The appointment is to be made by the Diocesan President and Administration Unit Co-ordinator with the approval of the full Board of Trustees. The Treasurer is supported in the daily administration of financial matters by the diocesan secretary. The Treasurer fulfils the financial decisions of the Board of Trustees and prepares financial statements to meet the requirements of the Board of Trustees and of the Charity Commission.

Trustee Presidents

These are joint appointments made by the Diocesan President and the Diocesan Bishop in consultation. They are people of good standing in the diocese who will further the link between Mothers` Union and the Church.

Although these are appointments, the Trustee Presidents will serve for a term of three years. The Diocesan President and Diocesan Bishop may permit a longer term.

Chaplains

The Diocesan Bishop, in consultation with the Diocesan President and Archdeaconry Presidents, shall appoint a Chaplain to the Charity in each of the four Archdeaconries. The Chaplain shall fulfil such duties as requested by the Trustees

These appointments are for a term of three years which may be extended with the permission of the Diocesan President and Trustees.

Administrator of Mothers' Union Enterprises Limited

This person is appointed by consultation with the Unit Co-ordinator for Marketing and the Board of Trustees. This appointment may continue after the term of 6 years with the approval of the Diocesan President and the full Board of Trustees.

Training Officers

These appointments are to be made by the Diocesan President and Administration Unit Co-ordinator with the approval of the full Board of Trustees. They will liaise with the Training Officer of the Society to ensure that all members have access to appropriate training and advice.

THE CHARITY AND THE CHURCH

Mothers' Union has a specific function in witnessing to the Objectives of the Society within the life of the Church as a whole.

IN THE DIOCESE the Diocesan President will work with the bishops to ensure that the work of the Charity will mirror the aspirations of the Church in the Diocese of Manchester.

IN THE ARCHDEACONRY the work of the Charity shall be co-ordinated by an Archdeaconry President who will work closely with the Area Bishops and the Archdeacon to ensure that the Charity is working in unison with the area plan.

IN THE DEANERY the work of The Mothers' Union shall be co-ordinated by a Deanery Leader who will promote the Charity within the Deanery and must seek close co-operation with the Area Dean.

IN THE BRANCH the work of the Charity is to cooperate with the parish clergy to further the mission of the parish

A Branch is organised and led by a Branch Leader who is appointed by the Incumbent/Priest in Charge.

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

Branch programmes should be arranged so as generally to further the Aim, Purpose and Objects of Mothers' Union and specifically should include prayer, education and service to the community.

All income and expenditure should pass through the records of the branch and figures be returned to the Diocese as requested for consolidation, as each branch is part of the same registered charity. Bank mandates should require at least two signatures for withdrawals.

Donations made from branch funds must not be to another registered charity. Payments may be made to the Parish for rent of a meeting room. Donations to the Parish **MUST** be for purposes in line with the Aim and Objectives of The Mothers' Union.

OPENING A BRANCH

A Parochial Branch may only be started with the consent of the parish clergy and shall be run in agreement with him/her in accordance with the Diocesan Constitution.

Notification of the intention should be made to the Diocesan Secretary, who will give the necessary advice.

CLOSING A BRANCH

Should there be a question of the closure of a branch, it is requested that this should take place only after proper consultation.

If it is the wish of the incumbent/priest in charge to close the branch, this should be discussed with members and the Parochial Church Council.

Six months notice of the intention is given to the Diocesan Secretary in writing. Discussions will be held with Diocesan President.

At the end of the six month period, notice in writing should be given to the Mothers' Union Diocesan Office, the Diocesan President, the Diocesan and Area Bishops, and the Parochial Church Council.

In the event of a branch closing, all monies in its account/s should be sent to the Mothers' Union Diocesan Office together with a closing balance sheet.

The Banner and any other properties of the branch can remain in the church with the consent of the Incumbent/Priest in Charge and Diocesan President, otherwise these too should be sent to the Mothers' Union Diocesan Office for safe keeping.

GENERAL

Charitable Appeals

Subject to the Aim, Purpose and Objects of the Society, a Mothers' Union Branch may support the needs of its own parish but MAY NOT be used as a channel for charitable appeals on behalf of other organisations, nor shall money be allocated to them from Branch or Deanery Funds, without the sanction of the Incumbent/Priest in Charge concerned and the Diocesan President, who shall take advice from the Chief Executive of the Society on the legality of the proposed allocation. For the avoidance of doubt, no part of the charitable funds of the Society or of any Mothers' Union Branch, Deanery or Diocesan Organisation, shall be donated for a purpose that is not charitable in law.

Commissioning

At the beginning of each triennium, the Diocesan President and ALL members of the Board of Trustees shall be commissioned by the Diocesan Bishop, or a person delegated by him, in the Cathedral on a date and time arranged by the Diocesan President, the Bishop and the Dean of the Cathedral.

Feast of the Annunciation

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

Publications

IMPRINT: All official publications and products of Mothers' Union shall carry the name "Mothers' Union."

DIOCESAN PUBLICATIONS

Every publication or product bearing the name of Mothers' Union issued within the diocese shall bear the name of the diocese and a copy shall be sent to the Head of M.U.E. Ltd., at Mary Sumner House in London, (or a nominee) for approval prior to publication.

A copy of the Diocesan Constitution and of all publications relating to the administration of the diocese shall be sent to the Central Services office at Mary Sumner House in London.

Speakers

All Speakers on the official list must sign the Speakers Declaration form, and must be members of the Church of England. Upon retiring or changing address, a Speaker is asked to inform the Secretary.

TRIENNIAL ELECTIONS

All officers are elected for a period of three years, and are eligible for re-election for a further term of three years, making a total of six years maximum. No-one may be re-elected to the same post until a full triennium has elapsed since they held that post.

Multiple Offices

- It shall not be possible to hold more than one office which carries with it elected or ex-officio membership to the Board of Trustees. (In no circumstances will a member be entitled to more than one vote at the Diocesan Council.)
- Should any member be elected or appointed to more than one such office, they shall have the right to choose which they wish to hold for the forthcoming triennial period without prejudice to their right to stand for that or any other office at a later triennial period. They shall make their choice known to the Diocesan Secretary.
- Should any office fall vacant as the result of any member exercising the right to choose that vacancy shall be treated as a casual vacancy and shall be filled accordingly.
- Should a casual vacancy be filled in the first two years of a triennial period, the person filling the casual vacancy shall be deemed to have served for that triennial period. If the casual vacancy is filled in the last year of the triennial period, the person filling that vacancy shall be eligible to stand for a further two terms.

Composition of Electorate

DIOCESAN PRESIDENT:

The Trustees and all other Deanery and Branch Leaders or representatives.

The Diocesan Bishop MUST be consulted and agreement obtained to the names of each nominee going forward for ballot.

The returning officer for this position shall be the Diocesan Secretary, a Trustee and one independent person.

ARCHDEACONRY PRESIDENTS:

All Deanery and Branch Leaders or representatives in the Archdeaconry.

Each Archdeacon MUST be consulted and agreement obtained to the names of each nominee going forward for Archdeaconry President in their Archdeaconry.

DIOCESAN UNIT CO-ORDINATORS:

Archdeaconry Presidents, All Deanery and Branch Leaders or representatives.

DEANERY LEADERS:

All Branch Leaders or representatives in the Deanery.

Each Area Dean MUST be consulted and agreement obtained to the names of each nominee going forward for Deanery Leader.

The returning officer for the above positions shall be the Diocesan President and Secretary.

Note Where there is no branch leader each branch is entitled to one vote cast by the acting leader or representative.

BRANCH LEADERS:

Branch Leaders are appointed by the Parish clergy. There is no election for this position. It is recommended that Branch Leaders serve a maximum of six years.

Timetable for Elections

DIOCESAN PRESIDENT

Nomination papers sent out	1 February
Nomination papers returned by	1 March
Voting papers sent out	21 March
Voting papers returned by	14 April
Results to be announced at Evening of Celebration or other suitable date.	

UNIT CO-ORDINATORS

Nomination papers sent out	14 May
Nomination papers returned by	31 May
Voting papers sent out	7 June
Voting papers returned by	21 June

ARCHDEACONRY PRESIDENTS

Nomination papers sent out	31 May
Nomination papers returned by	14 June
Voting papers sent out	21 June
Voting papers returned by	7 July

DEANERY LEADERS

Nomination papers sent out	31 May
Nomination papers returned by	14 June
Voting papers sent out	21 June
Voting papers returned by	7 July.

If the final date for the return of any papers falls on a Saturday, Sunday or a Bank Holiday, any paper received in the first postal delivery on the first subsequent working day will be counted.

In the event of no nominations being received the Diocesan President will consult with relevant people to encourage qualified members to consider allowing their names to go forward, or inviting them to take on the role.

This page does not form part of the Constitution

USEFUL INFORMATION

The Society

The Mothers' Union, Mary Sumner House, 24 Tufon Street, London, SW1P 3RB

www.TheMothersUnion.org

The Charity

Mothers' Union in Manchester, Church House, 90 Deansgate, Manchester, M3 2GP

www.MothersUnionManchester.org

Charity Commissioners

Charity Commission First Contact, PO Box 1227, Liverpool, L69 3UG

www.charity-commission.gov.uk