



**Faith in Action in Sheffield Diocese**

Reg Charity number 1063619    [www.sheffieldmu.co.uk](http://www.sheffieldmu.co.uk)

# **Sheffield MU Constitution**

**Created March 2021**

## CONTENTS

Number	Heading	Page
1	Name	2
2	Aim, Purpose and Objectives	2
3	Province	2
4	Patron	2
5	Trustees	3
6	President	4
7	Elected Vice Presidents	4
8	Elected Unit Co-ordinators	5
9	Deanery Leaders	5
10	Branch Co-ordinators	5
11	Membership	5
12	Subscriptions	6
13	Units	6
14	Diocesan Council	7
15	Elections	8
16	Appointments	9
17	Diocesan Publications	10
18	Public Relations with the media	10
19	Charitable Appeals	10
20	Closure of a Branch	11
21	Amendment of the Constitution	11
22	Dissolution of the Charity	11

## **1. Name**

The name of the charity is Diocese of Sheffield, Mothers' Union. It is an unincorporated association registered as Charity No.: 1063619. It is affiliated to Mothers' Union, a charity incorporated by Royal Charter (Charity No.: 240531) through its aim and objectives, and by virtue of its acceptance as an affiliate by the central charity. The Mothers' Union in the Diocese of Sheffield will draw its membership from and operate within the geographical area of the Diocese of Sheffield.

## **2. Aim, Purpose and Objectives**

The vision of Mothers' Union is of a world where God's love is shown through loving, respectful, and flourishing relationships. The aim and purpose of Mothers' Union is to demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms. In furtherance of this aim and purpose Mothers' Union will carry out all or any of the following Objectives.

- 2.1 To uphold Christ's teaching on the nature of marriage and to promote its wider understanding;
- 2.2 To encourage parents to bring up their children in the faith and life of the Church;
- 2.3 To maintain a worldwide fellowship of Christians united in prayer, worship and service;
- 2.4 To promote conditions in society favourable to stable family life and the protection of children; and
- 2.5 To help those whose family life has met with adversity.

## **3. Province**

The Diocese is in the Province of York.

## **4. Patron**

The organisation of the Mothers' Union in the Diocese is under the patronage and sanction of the Bishop of Sheffield.

## **5. Trustees**

- 5.1 The affairs of the Mothers' Union in the Diocese shall be managed by the Trustees. Trustees may not benefit personally from their Trust.

Trustees must not allow themselves to be placed in situations in which their duty as a Trustee conflicts with their private interests.

Trustees must declare that they are not bankrupt or have any un-discharged conviction.

Trustees have the power to make Rules and Regulations for the Diocese, so long as they are in accordance with the World Wide Constitution.

5.2 Duties and Powers – Trustees are responsible for the business of The Mothers' Union in the Diocese and have the power to implement all such other lawful things as are necessary for the achievement of the Objectives.

They are amongst other things empowered to:-

- i. Arrange the Diocesan Festival Services;
- ii. Arrange General Meetings and Conferences;
- iii. To receive regular reports from the Unit Committees and Correspondents;
- iv. Open Diocesan Banking Account/s;
- v. To provide adequate insurance against personal injury sustained at any function organised by the Mothers' Union;
- vi. To issue any Diocesan Report and Financial statement.
- vii. To appoint persons to specific office, as required for the management of the work of the Mothers' Union;
- viii. To appoint such committees and working groups as are necessary to further the work of the Mothers' Union;
- ix. To grant and pay salaries, gratuities or other sums in consideration or recognition of services rendered to the Society;
- x. To invest and deal with the monies of the Society not required upon such securities and in such a manner as may from time to time be determined.

5.3 Trustees will not meet less than four (4) times a year. Seven (7) members shall form a quorum. An emergency meeting may be called if required by the President and/or not less than one third of the total members of the Trustees.

5.4 The Trustees will not number more than twenty two (22) and will consist of:-

- The President (Chairman)
- The two (2) elected Vice Presidents – one in each Archdeaconry
- The four (4) elected Unit Co-ordinators
- The Membership Development Co-ordinator
- The Data and Media Co-ordinator
- Seven (7) Deanery Leaders
- The Past President ( for one triennial after retiring)

- The Trustees shall have the power to co-opt up to two (2) others to serve for that one triennial period.
- The Chaplain, Secretary, Treasurer and Honorary Vice Presidents shall attend and participate in meetings of the Trustees as non-voting members
- Casual vacancies occurring among the Trustees shall be filled by elected persons who shall serve for the remainder of the term for which the person they replace was elected.

#### **5.5 Indemnity**

Except as specifically required by any law no Trustee shall be liable for the acts or omissions of any other member of the Trustees Board or of any employee of the Society, or for joining in any receipt or document or for any act of conformity, for any loss or expense happening to the Society unless the same happens from their own wilful default.

### **6. President**

The Diocesan President is the head of the Mothers' Union in the Diocese.

### **7. Elected Vice Presidents**

Elected Vice Presidents shall assist the President, form a Standing Committee with the President and Secretary, help and advise the Deanery Leaders in their own Archdeaconry, attend Archdeaconry activities, attend designated Unit meetings and further the work of the Mothers' Union.

### **8. Elected Unit Co-ordinators**

Each Unit Co-ordinator shall oversee the work of the Unit, organise working committees for the Unit, present reports to the President, the Trustees and Council, and further the work of the Unit throughout the Diocese. Each Unit Co-ordinator shall attend relevant Central Committees or arrange (after consultation with the President) for a deputy to do so, and shall report back regularly to the Trustees and Diocesan Council.

The President, Elected Vice Presidents, Diocesan Secretary and Diocesan Treasurer may attend any Unit committee meetings having first intimated their intentions to the Unit Co-ordinator. They shall receive Agenda and Minutes.

### **9. Deanery Leaders**

The Deanery Leader is the head of the Mothers' Union in the Deanery and a Diocesan Trustee. The Deanery Leader shall sponsor any resolutions or recommendations from

the Deanery Committee to the Trustee body and report back to the Deanery any matters affecting the work of the Branches after it has been authorised so to do by the Trustee body.

## **10. Branch Co-ordinators**

The Branch Co-ordinator is responsible to the Diocesan President and Trustees for the oversight and encouragement of the work of the Mothers' Union in the Branch. They are members of the Deanery Committee and of the Diocesan Council.

## **11. Membership**

The terms and conditions of membership of the Society shall be prescribed by the Bye-Laws, in the Worldwide Constitution (Article 4 of the Royal Charter).

Membership shall be open to all those who have been

baptised in the name of the Holy Trinity; and

declare their support for the Aim and Objects of the Charity.

The Trustees may only refuse an application for membership if doing so would, in their reasonable and proper opinion, be in the best interests of the Charity.

The Trustees will set the amount of any subscriptions.

The Trustees will keep a register of members.

A member may resign by written notice to the Charity.

Membership is possible on a Central and Diocesan basis and such members are welcome to take part in Mothers' Union meetings and activities in their area.

## **12. Subscription**

All members 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 a resolution of the Central Board of Trustees, in addition they may be required to pay a Diocesan annual subscription fixed by the Diocesan Board of Trustees.

## **13. Units**

There shall be four standing committees of the Society known as Unit Committees each concerned with an area of activity on behalf of the Society as follows:

Finance and Central Services (F &Cs)

Action and Outreach (A & O)

Faith and Policy (F & P)

Fund Raising and Communications (F & C)

Each of the four Unit Committees shall comprise of the following members:-

The Unit Co-ordinator elected by the Council

Chairman of each sub-committee as required

Vice President designated to the Unit

Each Deanery shall appoint a representative to attend each Diocesan Unit committee as required. Deanery representatives shall maintain effective liaison with their Deaneries in all matters of business of the Committee.

Co-opted members as approved by the Trustees

Unit committees shall promote the work of their Units throughout the Diocese. They shall, at the request of the Trustees, undertake research, initiate enquiries or surveys and prepare projects and proposals. The Unit Committees may submit any proposal to the Trustees for consideration but without the express authorisation of the Trustees they will not utilise or commit the resources of the Society to any undertaking or activity.

Each Unit Committee shall meet at least twice a year and shall organise its activities as it shall see fit.

#### **14. Diocesan Council**

The Council shall be a forum for communication and discussions relating to policies and activities of the Mothers' Union in the Diocese.

The Council shall receive reports from the President, Treasurer and Unit Co-ordinators.

The Council may make recommendations to the Diocesan Trustees for their consideration.

The Diocesan Council shall meet at least twice a year and shall be convened by the President. An Emergency Council may be called if required by the President or by not less than one-fifth of the total members of the Council.

The Diocesan Council shall consist of:-

The President (Chair)

The Past President (for one triennial after retiring)

The two Archdeaconry Vice Presidents elected by Council

The Diocesan Secretary – non-voting

The Diocesan Treasurer – non-voting

The Diocesan Chaplain – non-voting

The four Unit Co-ordinators

The Membership Development Co-ordinator

The Data and Media Co-ordinator

The Diocesan Members Representative

7 Deanery Leaders

Branch Co-ordinators

Honorary Vice Presidents – non-voting

In addition, the following shall serve as members of the Council:-

Chairs of committees and sub-committees, authorised and approved by the Trustees or the Unit Co-ordinators and members appointed by the Trustees to specific office.

All members are welcome to attend Council as observers.

Commissioned Speakers shall attend as observers.

(Only full members of Council may vote).

Representatives of any Society working in sympathy with the Aim, Purpose and Objectives of the Mothers' Union, may from time to time be invited to attend Council as observers only and shall have no power to vote.

## **15. Elections**

Office Holders , with the exception of Speakers, the Diocesan Secretary, the Diocesan Treasurer and salaried officials, shall serve a term of three years, and shall then be eligible to serve for one further term.

The President is nominated and elected by the outgoing Diocesan Council. The nominations shall be submitted by the Diocesan Secretary to the Bishop for approval before the election takes place. Where only one nominee is standing for election it is necessary that the candidate be approved by the Trustees.

Vice Presidents shall each be nominated and elected by the outgoing Council to serve as Vice Presidents in a specific Archdeaconry and if possible should be resident in that Archdeaconry.



Unit Co-ordinators shall be nominated and elected by the Trustees.

Deanery Leaders shall be nominated and elected by the members of the Deanery with the sanction of the Diocesan President.

Branch Co-ordinators shall be elected by the Branch with the approval of the Incumbent.

The President, Elected Vice Presidents, Elected Unit Co-ordinators and all Office Holders except Speakers, shall retire triennially, and be eligible for re-election or appointment, but shall not hold office for more than two consecutive triennial periods. (No name which has received less than three nominations shall be submitted to the vote).

## **16. Appointments**

The Trustees will appoint a Diocesan Secretary (together with such other assistants as may be required) to attend Trustee and Council Meetings, to keep the minutes of the proceedings, to co-ordinate elections and generally transact such business as may arise.

The Trustees shall appoint a Diocesan Treasurer, who will administer under the Trustees the finances of the Diocese, keep proper accounts and annually render an audited Statement as at the 31<sup>st</sup>. December to the Diocesan Council and Trustees, to advise the Trustees on financial matters and to obtain any information necessary for this purpose.

The trustees shall comply with the accounting requirements of the Charities Act 2011 by ensuring that the Treasurer forwards an Annual Report along with Statements of Accounts to the Charity Commission and Mary Sumner House.

The Trustees may appoint Honorary Vice Presidents as they see fit. People so appointed shall remain Honorary Vice Presidents for life only whilst still living in the Diocese.

The Honorary Diocesan Chaplain shall be appointed to the Trustees upon the recommendation of the Diocesan President after consultation with the Bishop of the

Diocese. Such appointment shall be initially for a three year period, which may be extended for a further three years.

Diocesan Speakers: any member of the Mothers' Union who wishes to be a speaker must be approved by the Board of Trustees.

The Trustees shall be responsible for appointing an Editor of the "Newsline" publication.

## **17. Diocesan Publications**

Every publication or product bearing the name of the Mothers' Union issued within the Diocese shall bear the name of Sheffield Diocese and be approved by the President before a copy shall be sent to Mary Sumner House for approval prior to publication or production.

A copy of the Diocesan Constitution and of all publications relating to the administration of the Diocese shall be sent to Mary Sumner House.

## **18. Public Relations with the Media.**

No officer or member of the Mothers' Union in the Diocese shall purport to represent publicly the views of the Mothers' Union unless specifically authorised so to do by the Diocesan President.

## **19. Charitable Appeals**

Subject to the Aim, Purpose and Objectives of the Society, a Mothers' Union Branch may support the needs of its own parish. A branch may not be used as a channel for charitable appeals on behalf of other organisations. The allocation of Branch, Deanery or Diocesan funds to other organisations must be sanctioned by the Diocesan President who shall take advice from the Chief Executive on the legality of the proposed allocation.

## **20. Closure of a Branch**

The closure of a Branch should only take place after consultation with the Incumbent, the Parochial Church Council and the Diocesan President. The Mothers' Union Diocesan Secretary must receive six months notice of this intention.

Where for any reason a Branch is closed or goes into abeyance the Deanery Leader shall ensure that the Branch Members are:-

a) So far as possible linked with another Branch

- b) Become Diocesan Members, or
- c) Become Indoor Members where appropriate.

Branch Records shall be sent to the Diocesan Secretary. The names and addresses of Diocesan Members shall be sent to the Diocesan Member Representative and the names and addresses of I.M.P.C. Members to the I.M.P.C. Representative.

Branch Funds must be sent to the Diocesan Treasurer to be earmarked for the Branch should it re-open within five years after which time it remains the property of the Diocesan Mothers' Union.

Where Parishes cease to exist through Diocesan re-organisation any funds appertaining to that Branch may be given to the Deanery Fund.

## **21. Amendment of the Constitution**

This Diocesan Constitution may be amended, added to or replaced upon resolution of the Trustees. The Constitution must then be presented to Diocesan Annual General Meeting where the changes must be agreed by not less than 2/3 of the members present and voting. The notice of the AGM must include the terms of the amendments proposed.

## **22. Dissolution of the Charity**

If the Trustees decide that it is necessary or advisable to dissolve the Charity, they shall call a meeting of all members of the Charity of which no less than twenty one days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Trustees shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to the objectives of this Charity, as the members of the Charity may determine, or, failing that, shall be applied to some other charitable purpose.

Adopted at the **Annual General Meeting**  
**of Sheffield Diocesan Mothers' Union**  
**on May 19<sup>th</sup> 2021**

**Signed**

**Name**

President

Signature .....

**Witnessed**

**Name** .....

**Address** .....

.....

**Occupation** .....

Signature .....