



Equipping women, children and families
in India to discover a brighter future.

Friends of Calcutta Cathedral Relief Service (“the Charity”)

The Constitution

Charity Commission No: 2663022

Inland Revenue No XN33280

1. The Charity shall be called ‘The Friends of Calcutta Cathedral Relief Service’.
2. The purpose of the Charity is to further the work of the Calcutta Cathedral Relief Service (‘CCRS’) amongst the destitute and needy of the city of Kolkata in West Bengal or in other states where the CCRS is engaged, either through itself or one or more of CCRS’s collaborative partners.
3. (a) The Charity shall have a membership (to be known as “Friends”) which shall consist of persons over the age of 18 who have supported the purpose of the Charity either financially or by other means. Enrolment as a Friend shall be with the approval of the Governing Body.

(b) The Secretary shall maintain a register of the Friends.

(c) A General Meeting of the Friends shall be convened if either the Governing Body considers it necessary or expedient to do so; or a written requisition for such a meeting, stating its reason, is made to the Secretary by no fewer than ten Friends. All Friends must be given at least 14 days’ notice of any General Meeting and told of its reason. Minutes must be kept.
4. (a) The Governing Body shall consist of up to 12 Trustees. The Trustees shall elect from their number a Trustee to act as Chairman, Secretary, and Treasurer, as they may decide. The Governing Body may appoint any four Trustees at any one time to be signatories to the Charity’s bank accounts. The general rule shall be that two authorised signatories shall be required for any payments out of the bank accounts, but where it is expedient, the Trustees may agree that payments out of a bank account may be made on the authority of only one signatory, in which case the Trustees shall set out the conditions for the exercise of such authority.

(b) There shall be no fewer than two meetings of the Governing Body per annum. Trustees may participate in meetings by electronic means provided that they are able to hear and be heard by those physically present at the meeting. At least four Trustees must be present at a meeting to be able to take decisions. Decisions by Trustees may also be made by

exchange of e mails, provided that such decisions are recorded in the minutes of the next meeting. Minutes shall be kept for every meeting.

5. When there shall be a vacancy amongst the Trustees, the remaining Trustees may appoint a suitable person or persons from amongst the Friends to make up their number.
6. The financial year of the Charity shall be the twelve months from 1st April to 31st March and a statement of accounts shall be produced annually and made available on the Charity's website. The accounts shall be scrutinised by an Independent Examiner, who shall not himself be a Trustee, and who must meet the requirements of the Charities Acts.
7. In the event of the Charity being for any reason dissolved, the assets and funds shall be transferred to such other organisation or organisations that have similar charitable objects or aims, as may be approved by the Charity Commission.
8. The Trustees shall have power by unanimous vote to amend the constitution, but not in such a way as to compromise its charitable status or alter its purpose and object (section 2), and only with the approval of the Charity Commission.
9. Any dispute or disagreement which cannot be settled by the Governing Body shall be submitted to the Archbishop of Canterbury, whose decision shall be final and binding on all parties.

Reviewed and approved: 26 September 2009

Reviewed and approved: 9 June 2012

Reviewed and approved: 22 March 2019

Reviewed and approved: 28 August 2019