

**REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE
ACCREDITED TO ACT IN AN ADVISORY CAPACITY TO THE COMMITTEE**

Deadline: 30 April 2023
**for examination by the Committee in 2023 and accreditation by the
General Assembly in 2024**

File may be downloaded at:
<https://ich.unesco.org/en/forms>

*Please provide only the information and supporting documentation requested below.
Annexes cannot be accepted.*

A. Identification of the organization

A.1. Name of the organization submitting this request

A.1.a. *Provide the full official name of the organization in its original language, as it appears in the supporting documentation establishing its legal personality (section D.2. below).*

The Latin Mass Society for the promotion of the Traditional Roman Rite

A.1.b. *Name of the organization in English and/or French.*

The Latin Mass Society for the promotion of the Traditional Roman Rite

A.2. Address of the organization

Provide the complete postal address of the organization, as well as additional contact information such as its telephone number, email address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled. In the case of internationally active organizations, provide the address of the headquarters.

Organization: The Latin Mass Society for the promotion of the Traditional Roman Rite

Address: 9 Mallow Street LONDON EC1Y 8RQ GREAT BRITAIN

Telephone number: (+44) (0)20 7404 7284

Email address: info@lms.org.uk

Website: https://lms.org.uk/

Other relevant General Manager: Richard Pickett (richard@lms.org.uk)

information:

A.3. Contact person for the correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.): Dr
Family name: Shaw
Given name: Joseph
Institution/position: Chairman of Trustees
Address: 2 Vermont Drive, Woodstock OX20 1YA, GREAT BRITAIN
Telephone number: (+44) (0)1993 812874
Email address: oxford@lms.org.uk
Other relevant information:

A.4. Country or countries in which the organization is active (Paragraph 91(b) of the Operational Directives)

Identify the country or countries in which your organization actively operates. If it operates entirely within one country, indicate which country. If its activities are international, indicate whether it operates globally or in one or more regions, and list the primary countries in which it carries out its activities.

- local
- national
- international (please specify)
 - worldwide
 - Africa
 - Arab States
 - Asia and the Pacific
 - Europe and North America
 - Latin America and the Caribbean

Please list the primary country(ies) in which it is active:

England and Wales

B. Organization's competence, expertise, and experience in the field of safeguarding intangible cultural heritage (Article 9 of the Convention and paragraphs 91(a) and (c) of the Operational Directives)

B.1. Objectives of the organization

Describe the objectives for which your organization was established, which should be in conformity with the spirit of the Convention. If the organization's primary objectives are other than safeguarding intangible cultural heritage, explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 300 words

The Society exists primarily to preserve the intangible cultural heritage represented by the ancient Latin liturgy of the Catholic Church, operating primarily in England and Wales.

Local variations of this heritage was formerly found in communities formed by the Catholic religion all over the world, but it was threatened by a modernisation of the liturgy enforced centrally in the Church in the 1960s and early 1970s. At the same time the communities themselves and their culture were disrupted by migration, suburbanisation, and the rise of mass communication. Nevertheless there was a strong response at the community level to preserve, protect, and promote the practices integral to this cultural heritage. The Latin Mass Society is the product of this response, and continues to comprise local activists who personally facilitate and take part in the practices and transmit them to the younger generation through formal and informal education, while at the same time safeguarding, researching, documenting, and enhancing the intangible cultural heritage.

In addition, the Society works to raise awareness of the intangible cultural heritage within and beyond the Catholic community. This includes engaging with the Church's hierarchy, local clergy, and the media, with a view to raise awareness of the cultural heritage and promote understanding and respect for the diverse communities that practice it. The Society is recognised by all these parties as speaking for these communities and speaking with authority about all aspects of the cultural heritage.

These activities are reflected in the formal "Charitable Objects" of the Society's Statutes.

B.2. Domain(s) in which the organization is active

Tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, tick 'other domains' and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

Briefly describe below your organization's work in relation to the domains chosen (if your organization cuts all domains, explain how).

Not to exceed 250 words

The Society's work of transmission and education includes work with Catholic clergy to enable them to play their part in the performance of this intangible cultural heritage. This involves their performance of complex ceremonies and singing.

The Society educates the lay persons who assist the clergy in liturgical functions ('servers'), and the singers who accompany them. In both cases this is an education in performance which involves the transmission of oral tradition and traditional skills.

The Society provides formal and informal education to those who make and repair key physical artefacts—vestments—required for the liturgy. The practice of making and mending these items by hand using traditional craftsmanship is itself part of the cultural practice, and is something that the Society has successfully revitalised in recent years, raising awareness of, and ability in, this cultural practice across age groups.

We also provide and sponsor education in the Latin language used in this liturgy.

The Society organises the performance of special seasonal events of great complexity such as surround the celebration of Easter, and has successfully revived important cultural practices that form part of the intangible cultural heritage, such as walking pilgrimages.

The Society is involved in the passing on of the view of the place of humanity in the Universe, in which the liturgy is an expression, both informally and formally, through a Summer School and other initiatives.

B.3. Primary safeguarding activities in which the organization is involved

Tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, tick 'other safeguarding measures' and specify which ones are concerned.

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures – please specify:

B.4. Description of the organization's activities

Briefly describe the organization's recent activities and relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section D.3. below.

Not to exceed 550 words

In recent years the Society has directly organised a large number of liturgical events, including the more complex and unusual ones which exist in this tradition, and provided advice and practical and financial support to many more. Without the Society's organisation and support of such events, the accessibility of this intangible heritage would have remained very limited and geographically concentrated.

Thus we have organised celebrations of the lengthy and complex ceremonies of the days before Easter, including not only the 'major' liturgies but also the three, two-hour long musical 'offices' which are celebrated alongside these. These services are attended by hundreds of people in each of many locations around the country.

We organise annual celebrations in places of special cultural significance in different parts of

England and Wales, pilgrimages, to which people travel from all over the country. These include walking pilgrimages in which people walk for 90 or 100 km over the course of three or four days. Our most recent walking pilgrimage was attended by 165 people; we are also participants in a walking pilgrimage that takes part in France and involves more than 10,000 people.

We organise training for singers who wish to learn or to develop their skills in Gregorian Chant, and sacred polyphony, both of which forms of music are specific to this liturgy. We do this in the context of the liturgy for which this music was composed, and not in a decontextualised setting.

We publish liturgical books to assist the laity in following liturgical celebrations, and to foster their understanding of the celebrations, and have reprinted an otherwise unavailable book for the use of the clergy.

Each year we publish a guide to what liturgy should be celebrated on each day of the year.

We organise residential events in which cultural and spiritual activities are combined with the learning of skills relevant to the liturgy: its celebration, the Latin language, and the making of liturgical vestments, and a Summer School for children.

We publish a quarterly magazine that promotes, reports, and explains these and related activities; we maintain active social media accounts with the same objective; we organise talks, book launches, and other events; and we respond to press enquiries on matters connected with the liturgy.

We maintain a collection of liturgical books, vestments, and other items, which we use in the liturgies we organise directly and lend to others involved in this work to help ensure wider access to the liturgy.

We maintain an online shop with more than 2000 lines, where literature about the liturgy, and aids to its celebration, can be obtained by people from all over the world.

Another important work of the Society is to maintain a dialogue on the subject of this liturgy with the official structures of the Catholic Church in England and Wales and beyond, and also with the media, both Catholic and secular. Leading members of the Society have appeared several times on national and local radio and television, and in local and national newspapers. The Society maintains active social media accounts; the Society's main Twitter account has 27.8k followers, and its Facebook page 45k followers.

B.5. Description of the organization's competence and expertise

Provide information on the personnel and members of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those that demonstrate the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section D.3. below.

Not to exceed 200 words

The Society employs two full-time members of staff, one part-time member of staff, and engages two free-lance workers, one to edit a quarterly magazine and a Communications Officer to manage social media accounts and undertake related tasks.

We have nine Trustees, and about thirty-five local representatives all over England and Wales, who organise, facilitate, and advertise events in their areas.

The Society has a National Chaplain and four Regional Chaplains: clergy with a particular knowledge of the liturgy, whose knowledge is available for consultation by others.

The staff, trustees, and local representatives have a great deal of knowledge of the liturgy and the music that accompanies it, such as can assist local clergy and communities organise celebrations.

The Society has an affiliated group devoted to making and maintaining liturgical vestments, with five local chapters in different parts of the country. These chapters meet to mend or replace the vestments needed by clergy in their area for this liturgy, and gather locally and nationally for training.

The Society brings in as necessary experts in the fields of singing, Latin instruction, and hand embroidery, to lead training events.

C. Organization's experiences in cooperating with communities, groups and intangible cultural heritage practitioners (Paragraph 91(d) of the Operational Directives)

Briefly describe below how your organization collaborates with communities, groups and, where appropriate, individuals that create, practise and transmit intangible cultural heritage.

Not to exceed 350 words

The Society is a membership organisation with about 1800 members, who include many of the key people who practice and transmit the cultural practice of the ancient Catholic liturgy and what pertains to it.

Our Local Representatives engage with clergy and local communities who do or would like to practise this liturgy in order to facilitate it, whether through practical support, including the lending of liturgical items and vestments, financial sponsorship, education, organisation, providing expertise, or finding volunteers, and also by making events known to a wider number of people through the media.

Typically our Local Representatives will provide clergy with servers and when necessary singers, which make the practise of the liturgy possible in a fuller or more dignified form.

Our programme of education puts into local communities, in which this practise is maintained, a greater number of people with greater confidence in performing the necessary rituals and music, and creating and maintaining vestments. Our training brings a diverse range of people devoted to the Latin Mass together and enhances their skills and craftsmanship.

Since the intangible cultural heritage that concerns us was formerly present all over the world, its performance and preservation in England and Wales today strengthens communities with very diverse ethnic, cultural, and linguistic backgrounds, the culture of whose members has this heritage as a common factor. The practice of this heritage has proved attractive, also, to people varied by age, sex, and socio-economic background.

The Society can itself be seen as a community attached to this liturgy and in that capacity organises national and local events, pilgrimages, and other celebrations of the liturgy.

Our engagement with the national and local media is important not only to advertise events but to promote a greater understanding of the ancient liturgy and respect for the communities that practice it. Similarly, our standing as representative of those who practice and who wish to attend this liturgy enables us make the case for it within the official structures of the Church.

D. Documentation of the operational capacities of the organization (Paragraph 91(e) of the Operational Directives)

D.1. Members and personnel

Provide proof of the participation of the members of your organization. It may take diverse forms such as a list of directors, a list of personnel and statistical information on the quantity and categories of the members; a comprehensive membership roster usually need not be submitted.

Please attach supporting documents, labelled 'Section D.1.'

D.2. Recognized legal personality

If your organization has a charter, articles of incorporation, by-laws or similar establishing documents, a copy should be attached. If, under the applicable domestic law, your organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents, labelled 'Section D.2.'

D.3. Duration of existence and activities

State your organization's date of founding as it appears in the supporting documentation establishing its legal personality (section D.2. above).

14th May 1966

If it is not already clearly indicated in the documentation provided under section D.2., submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in section B.4. Supplementary materials such as books, CDs, DVDs or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents, labelled 'Section D.3.'

E. Membership in the ICH NGO Forum

Indicate below whether your organization wishes to join the ICH NGO Forum. Please note that membership is contingent upon the accreditation of your organization by the General Assembly of the States Parties to the 2003 Convention.

For more information on the ICH NGO Forum and its activities, please see <https://ich.unesco.org/en/ngo-forums-00422>.

Yes

No

F. Signature

The request must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

Name: Joseph Shaw

Title: Dr

Date: 26 April 2023

Signature:



D.1. Members and personnel

As of April 26th 2023.

Size and composition of membership:

Membership Type	
Single	755
Life	248
Concessionary	200
Joint	313
Joint Concessionary	12
Priest Membership	43
Priest Associate	143
Friend	3
Priest Concessionary	4
Student	26
Priest Life	4
	<u>1751</u>

Trustees:

Dr	Joseph	Shaw	Trustee	Chairman
Mrs	Antonia	Robinson	Trustee	Secretary
Mr	David	Forster	Trustee	Treasurer
Mr	Paul	Waddington	Trustee	Vice President
Mr	Roger	Wemyss-Brooks	Trustee	Vice President
Mr	Neil	Addison	Trustee	
Mrs	Alisa	Kunitz-Dick	Trustee	
Mr	Paul	Mackinnon	Trustee	
Mr	Nicholas	Ross	Trustee	
Mr	Akastaur	Toucher	Trustee	

Staff:

Mr	Richard	Pickett	Employee	General Manager
Mr	Gareth	Copping	Employee	Financial Administrator
Mr	Edward	Kendell	Employee	Office Assistant
Mr	Dominic	Bevan	Consultant	Director of Music
Mr	Ton	Quinn	Consultant	Editor
Mrs	Portia	Berry-Kilby	Consultant	Publicist

Area Representatives:

Mr	Neil	Addison	Volunteer	Area Representative
Mrs	Julia	Ashenden	Volunteer	Area Representative
Mr	Paul	Beardsmore	Volunteer	Area Representative
Mr	Shaun	Bennett	Volunteer	Area Representative
Mr	Jeremy	Boot	Volunteer	Area Representative
Mr	John	Bradley	Volunteer	Area Representative
Mr	Andrew	Butcher	Volunteer	Area Representative
Mr	Michael	Chenery of Horsbrugh	Volunteer	Area Representative
Mr	Peter	Clarke	Volunteer	Area Representative
Ms	Catherine	Collins	Volunteer	Area Representative
Mr	Huw	Davies	Volunteer	Area Representative
Mr	Gregor	Dick	Volunteer	Area Representative
Mr	Adrian	Dulston	Volunteer	Area Representative
Mr	Timothy	Fawkes	Volunteer	Area Representative
Mr	Tom	Fitzpatrick	Volunteer	Area Representative
Mrs	Alison	Fraster-Kudlowski	Volunteer	Area Representative
Mr	Alan	Frost	Volunteer	Area Representative
Mr	Alan	Gardner	Volunteer	Area Representative
Mr	Mark	Johnson	Volunteer	Area Representative
Mrs	Barbara	Kay	Volunteer	Area Representative
Mrs	Victoria	Keens	Volunteer	Area Representative
Mr	Louis	Maciel	Volunteer	Area Representative
Mr	Stefano	Mazzeo	Volunteer	Area Representative
Mr	Keith	McAllister	Volunteer	Area Representative
Mr	Sebastian	Morello	Volunteer	Area Representative
Mr	Oliver	McCarthy	Volunteer	Area Representative
Mr	Nicholas	Ollivant	Volunteer	Area Representative
Mr	Maurice	Quinn	Volunteer	Area Representative
Miss	Bernadette	Renfrey	Volunteer	Area Representative
Mr	Christopher	Richardson	Volunteer	Area Representative
Mr	John	Rogan	Volunteer	Area Representative
Mr	Nicholas	Ross	Volunteer	Area Representative
Mr	Christopher	Serpell	Volunteer	Area Representative
Mrs	Elaine	Sharpling	Volunteer	Area Representative
Mr	Tom	Sharpling	Volunteer	Area Representative
Dr	Joseph	Shaw	Volunteer	Area Representative
Mr	Tom	Short	Volunteer	Area Representative
Mr	Nicholas	Steven	Volunteer	Area Representative
Mr	Alastair	Tocher	Volunteer	Area Representative
Mrs	Marygold	Turner	Volunteer	Area Representative
Mr	Paul	Waddington	Volunteer	Area Representative
Mr	Thomas	Windsor	Volunteer	Area Representative

D.2. Recognized Legal Personality

A screenshot of Latin Mass Society's page on the UK Government's Charity Commission website:

Charity overview, THE LATIN MASS SOCIETY - 248388, Register of Charities - The Charity Commission
<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/248388>

The Society's Constitution (founding statutes) follow.

THE LATIN MASS SOCIETY

Charity number: 248388 ✓ Charity reporting is up to date (on time)

- Charity overview
- What, who, how, where
- Governance
- Trustees
- Financial history
- Accounts and annual returns
- Governing document
- Contact information

Activities - how the charity spends its money

The primary purpose of the charity is the promotion of the celebration of the Mass and all liturgical offices and services in the Roman Catholic Church in the rite codified by the Council of Trent and in a form no later than that published in 1962.


Income and expenditure

Data for financial year ending 31 December 2021

Total income: [REDACTED]

Total expenditure: [REDACTED]

People

 10 Trustee(s)
30 Volunteer(s)

[REDACTED]

CONSTITUTION

adopted on the 14th day of May 1966 and amended 1981, 1998, 2003 and 2011

Part 1

1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. The Name

The association's name is "The Latin Mass Society for the promotion of the Traditional Roman Rite". The association may be known as "The Latin Mass Society" and in this document it is called the "Charity".

3. The Objects

The Charity's objects (the Objects) are in accordance with the Catholic faith for members of the Catholic faith and the general public, the advancement of:

- 3.1 the teachings and practices of the Roman Catholic Church as defined by the Council of Trent in obedience to the Holy See in matters pertaining to the liturgy and to religious observance;
- 3.2 the regular and frequent public celebration of Holy Mass, whether as High Mass, Missa Cantata, Dialogue Mass, or Low Mass and all lawful liturgical offices or services, in the rite codified by the Council of Trent in the Latin language and in a form no later than that published in A.D.1962 but to include any amendments required by the Holy See. Such Masses are to be celebrated by a priest with faculties from a Bishop or Superior in communion with the Holy See are to be lawful under the Canon Law of the Church;
- 3.3 the study, appreciation and use in worship of the traditional music of the Church and especially of Gregorian chant;
- 3.4 the continued and wider use in worship of the Latin language in the Church's worship, teaching and administration;
- 3.5 a means whereby the laity may communicate to the Hierarchy their needs and desires in matters pertaining to the foregoing objects; and
- 3.6 education and training in order to accomplish the preceding objects.

4. Application of the Income and Property

- 4.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 4.2 A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

- 4.3 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
- 4.3.1 a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
 - 4.3.2 a Trustee from:
 - 4.3.2.1 buying goods or services from the Charity upon the same terms as other members or members of the public;
 - 4.3.2.2 receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of clause 4.5, or as a member of the Charity and upon the same terms as other members;
 - 4.3.3 the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:
 - 4.3.3.1 fines;
 - 4.3.3.2 costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
 - 4.3.3.3 liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interest of the Charity or not.
 - 4.3.4 No Trustee may be paid or receive any other benefit for being a Trustee.
- 4.4 A Trustee may:
- 4.4.1 sell goods, services or any interest in land to the Charity;
 - 4.4.2 be employed by or receive any remuneration from the Charity;
 - 4.4.3 receive any other financial benefit from the Charity, if:
 - 4.4.4 he or she is not prevented from so doing by clause 4.3.4 and
 - 4.4.5 the benefit is permitted by clause 4.3; or
 - 4.4.6 the benefit is authorised by the Trustees in accordance with the conditions in clause 4.5.
- 4.5
- 4.5.1 If it is proposed that a Trustee should receive a benefit from the Charity that is not

already permitted under clause 4.3, he or she must:

- 4.5.1.1 declare his or her interest in the proposal;
 - 4.5.1.2 be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
 - 4.5.1.3 not be counted in determining whether the meeting is quorate;
 - 4.5.1.4 not vote on the proposal.
- 4.5.2 In cases covered by clause 4.4, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).
- 4.5.3 The Trustees may only authorise a transaction falling within clauses 4.4.1- 4.4.3 of this clause if the Trustee body comprises a majority of Trustees who have not received any such benefit.
- 4.5.4 If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Charity.
- 4.5.5 Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- 4.5.6 In this Clause 4, "Trustee" shall include any person firm or company connected with the Trustee.

5. **Dissolution**

- 5.1 If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 5.2 The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- 5.3 The Trustees must apply any remaining property or money:
- 5.3.1 directly for the Objects;
 - 5.3.2 by transfer to any Charity or charities for purposes the same as or similar to the Charity;
 - 5.3.3 in such other manner as the Charity Commission for England and Wales ("the

Commission") may approve in writing in advance.

- 5.4 The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with clauses 5.3.1-5.3.3.
- 5.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- 5.6 The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.

6. **Amendments**

- 6.1 The Charity may amend any provision contained in Part 1 of this Constitution provided that:
 - 6.1.1 No amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
 - 6.1.2 no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - 6.1.3 no amendment may be made to clause 4 without the prior written consent of the Commission;
 - 6.1.4 any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 6.2 Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 6.3 A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

Part 2

7. **Membership**

- 7.1 Membership is open to individuals over eighteen who are Catholics and who are in agreement with the Charity's Objects. Organisations may not be admitted to membership. Those applying for Membership are to be approved by the Trustees.
- 7.2
 - 7.2.1 The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.

7.2.2 The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

7.2.3 The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

7.3 Membership is not transferable to anyone else.

7.4 The Trustees must keep a register of names and addresses of the members..

8. **Termination of Membership**

8.1 Membership is terminated if:

8.1.1 The member dies;

8.1.2 The member resigns by written notice to the Charity, unless, after the resignation, there would be less than two members;

8.1.3 any sum due from the member to the Charity is not paid in full within six months of it falling due;

8.1.4 the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. The member concerned may be suspended from membership pending consideration of his or her removal. A resolution to remove a member from membership may only be passed if:

8.1.4.1 the member has been given at least twenty one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;

8.1.4.2 the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9. **General meetings**

9.1 The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

9.2 An annual general meeting must be held in each subsequent financial year and not more than fifteen months may elapse between successive annual general meetings.

9.3 Any ten members may propose a motion to be discussed at a General Meeting by submitting it in writing with their signatures to the Secretary, to be received no later than twenty eight days before the meeting concerned.

9.4 All general meetings other than annual general meetings shall be called special general meetings.

- 9.5 The Trustees may call a special general meeting at any time.
- 9.6 The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within forty two days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this Constitution.

10. **Notice**

- 10.1 The minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- 10.2 A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- 10.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- 10.4 The notice must be given to all the members and to the Trustees.

11. **Quorum**

- 11.1 No business shall be transacted at any general meeting unless a quorum is present.
- 11.2 A quorum is 50 or one-tenth of the members, whichever is the fewer, and who are entitled to vote upon the business to be conducted at the meeting;
- 11.3 If:
- 11.3.1 a quorum is not present within half an hour from the time appointed for the meeting;
or
 - 11.3.2 during a meeting a quorum ceases to be present,
- the meeting shall be adjourned to such time and place as the Trustees shall determine.
- 11.4 The Trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- 11.5 If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

12. **Chairman**

- 12.1 General meetings shall be chaired by the person who has been elected as Chairman of the Charity.
- 12.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- 12.3 If there is only one Trustee present and willing to act, he or she shall chair the meeting.

12.4 If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

13. **Adjournments**

13.1 The members present at a meeting may resolve that the meeting shall be adjourned.

13.2 The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.

13.3 No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

14. **Votes**

14.1 Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

14.2 A resolution in writing signed by 75% of members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

15. **Officers and other Trustees**

15.1 The Charity and its property shall be managed and administered by a Committee comprising the Officers, and other members elected in accordance with this Constitution (the "elected Committee Members"). The Officers and elected Committee Members shall be the Trustees of the Charity and in this constitution are together called "the Committee" or "the Trustees".

15.2 The number of Trustees shall be not less than three and not more than 10.

15.3 The Committee shall be made up of three Officers and, up to five elected Committee Members and up to two co-opted trustees.

15.4 The Charity shall have the following Officers:

15.4.1 a chairman;

15.4.2 a secretary; and

15.4.3 a treasurer.

15.5 The first Trustees (including Officers) to act as such after the adoption of this constitution shall be those persons who have been elected as Trustees at that time.

15.6 A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

16. **The Appointment of Trustees**

16.1 To be eligible to be appointed as a Trustee, a candidate;

16.1.1 must be a member and have been so for two years prior to the date of his proposed appointment;

16.1.2 must not be liable to disqualification or removal under Clause 18;

16.1.3 must not be a member of the clergy, a professed religious (namely one who is bound by vows of obedience to a religious superior) or a seminarian; and

16.1.4 must not act for or support publicly the cause of any religious body or person not in communion with the Holy See or which has arrogated to itself any of the authority of the Holy See.

16.2 Elections shall be held annually to fill any vacancies on the Committee.

16.3 Subject to clause 18, the term of office for Trustees is three years starting from the date of their appointment.

16.4 A retiring Trustee who remains qualified may be re-elected for a maximum of one further term of office unless the remaining Trustees resolve that such person may be re-elected for further terms of office as Trustee. Once a person has not acted as a Trustee for two years, he or she is eligible for re-election.

16.5 No-one may be elected a Trustee at any annual general meeting unless 48 clear days prior to the meeting the Charity is given a notice that:

16.5.1 is signed by a member entitled to vote at the meeting;

16.5.2 states the member's intention to propose the appointment of a person as an elected Committee Member or as an Officer;

16.5.3 is signed by the person who is to be proposed to show his or her willingness to be appointed.

16.6 Election of Trustees will be conducted as follows.

16.6.1 At least 24 days before the date of the Annual General Meeting the Secretary shall send out to each member of the Charity a ballot paper with their membership number and containing a list of all the candidates proposed for the posts of Officer and elected Committee Member. This list shall give the name, address and diocesan affiliation of each candidate, together with the names of their proposer and seconder.

16.6.2 A ballot paper will not be issued if an election is uncontested.

16.6.3 A member shall return their ballot paper to the nominated scrutineer or such other person as the Trustees decide and is stated on the ballot paper, by post in a sealed envelope marked "ballot" to be received not later than seven days before the meeting.

- 16.6.4 Ballot papers will be opened and counted by an independent scrutineer appointed by the Committee.
- 16.6.5 The results of the ballot shall be given by the scrutineer to the Chairman in a sealed envelope to be opened by him when he declares the results at the Annual General Meeting.
- 16.6.6 If required the Chairman will have a casting vote.

16.7

- 16.7.1 The Committee may co-opt up to two persons as Trustees in addition to the elected Committee Members and Officers; such trustees may include individuals who have already completed one or more terms as elected Trustees.
- 16.7.2 If a vacancy occurs during the year among the elected Committee Members or Officers, the Committee may at its discretion co-opt a person who is eligible for appointment as replacement.

- 16.8 The Committee will decide on each co-opted Trustee's term of office up to a maximum of three years. Following the end of his term of office he may be co-opted again or stand as a candidate to be an elected Committee Member or Officer..

17. **Powers of the Committee**

- 17.1 The Committee must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):
 - 17.1.1 to raise funds. In doing so, the Committee must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - 17.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 17.1.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Committee must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
 - 17.1.4 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Committee must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if they intend to mortgage land;
 - 17.1.5 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - 17.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - 17.1.7 to acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;

- 17.1.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - 17.1.9 to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
 - 17.1.10 to open and operate such bank and other accounts as the Committee considers necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;
 - 17.1.11 to employ staff and engage volunteers and agents as shall be deemed necessary;
 - 17.1.12 to acquire, repair and preserve such liturgical equipment and vestments including those deemed to be of historical value or likely to facilitate the Charity's liturgical celebrations and Objects generally;
 - 17.1.13 to effect such policies of insurance as may be deemed necessary; and
 - 17.1.14 to do all such other lawful things as are necessary for the achievement of the Objects.
- 17.2 No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Committee.
- 17.3 Any meeting of the Committee at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Committee.

18. Disqualification and Removal of Trustees

A Trustee shall cease to hold office if he or she:

- 18.1 is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- 18.2 ceases to be a member of the Charity;
- 18.3 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 18.4 resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- 18.5 is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated
- 18.6 is removed by the Trustees for acting in a way which is seriously detrimental to the interests of the Charity, providing he or she is given 21 days notice of the meeting at which the removal will be considered, including the grounds for the same and opportunity to make representations in relation to the matter at the meeting. Such a Trustee may be suspended pending the meeting by the Chairman at his discretion or by a majority of the Committee if the removal concerns the Chairman.

19. **Proceedings of the Committee**

- 19.1 The Committee may regulate its proceedings as it thinks fit, subject to the provisions of this Constitution.
- 19.2 Any two Trustees may call a meeting of the Committee.
- 19.3 The Secretary must call a meeting of the Committee if requested to do so by two Trustees.
- 19.4 A meeting of the Trustees may be held either in person or by suitable alternative means agreed between the Trustees in which all participants may communicate simultaneously with all other participants.
- 19.5 Questions arising at a meeting must be decided by a majority of votes.
- 19.6 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 19.7 No decision may be made by a meeting of the Committee unless a quorum is present at the time the decision is purported to be made.
- 19.8 The quorum shall be three or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Committee.
- 19.9 A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 19.10 If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 19.11 The person elected as the Chairman shall chair meetings of the Committee.
- 19.12 If the Chairman is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 19.13 The person appointed to chair meetings of the Committee shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Committee.
- 19.14 A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of the Committee and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Committee. The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees. The date of a written resolution shall be the date on which the last person entitled to vote signs.
- 19.15 A resolution which is approved by email in accordance with this Article shall be as valid and effectual as if it had been passed at a Trustees' meeting duly convened and held, provided the following conditions are complied with:
- 19.15.1 such a resolution must be approved by email by at least seventy-five percent of the Trustees entitled to vote on the matter;

- 19.15.2 approval must be received by such person as the Trustees shall have nominated in advance for that purpose (“the Recipient”), which person may, for the avoidance of doubt, be one of the Trustees;
- 19.15.3 approval from a Trustee must be sent from an email address previously notified in writing (not using electronic means) by that Trustee to the Charity as intended for use by that Trustee for the purpose;
- 19.15.4 following receipt of sufficient responses on any resolution, the Recipient shall circulate a further email to all of the Trustees confirming whether the resolution has been formally approved by the Trustees in accordance with this Article;
- 19.15.5 the date of a resolution shall be the date of the email from the Recipient confirming formal approval.

20. **Delegation and Representation**

- 20.1 The Committee may delegate any of its powers or functions to a Sub-committee of three or more Trustees but the terms of any such delegation must be recorded in the minute book.
- 20.2 The Trustees may impose conditions when delegating and the following conditions will apply unless the Trustees decide otherwise:
- the relevant powers are to be exercised exclusively by the Sub-committee to whom they delegate;
 - no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees;
 - the chairman of the Sub-Committee is to be appointed by the Trustees;
 - the Sub-Committee may co-opt additional advisory, non-voting members.
- 20.3 The Committee may revoke or alter a delegation.
- 20.4 All acts and proceedings of any Sub-committees must be fully and promptly reported to the Committee.
- 20.5 The Committee may delegate any matter concerning the day-to-day management of the Charity to employees:
- 20.5.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
- 20.5.2 the Trustees shall provide the employees with a description of his or her role and the extent of his or her authority; and
- 20.5.3 the employee shall report regularly to the Trustees on the activities undertaken and (where those activities involve managing the Charity generally) provide them regularly with management accounts sufficient to explain the financial position of the Charity.

20.6 The Committee may appoint such representatives as it wishes to act on the Charity's behalf and who may attend Committee meetings at the Committee's discretion including:

20.6.1 Patrons;

20.6.2 Local Representatives where possible for each Diocese, parts of a Diocese or group of Dioceses as appropriate;

20.6.3 National Chaplains; and

20.6.4 Regional Chaplains.

20.7 Such representatives appointed by the Committee shall not be entitled to vote on any resolution at any Committee meeting they attend.

21. **Irregularities in Proceedings**

21.1 Subject to sub-clause 21.2 of this clause, all acts done by the Committee, or of a Sub-committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without:

- the vote of that Trustee; and
- that Trustee being counted in the quorum,

the decision has been made by a majority of the Committee at a quorate meeting.

21.2 Sub-clause 21.1 of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Committee or of a Sub-committee if the resolution would otherwise have been void.

21.3 No resolution or act of

21.3.1 the Trustees

21.3.2 any committee of the Trustees

21.3.3 the Charity in general meeting

shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

22. **Minutes**

The Committee must keep minutes of all:

- 22.1 appointments of Officers and Trustees made by the Committee;
- 22.2 proceedings at meetings of the Charity;
- 22.3 meetings of the Committee and Sub-committees of Trustees including:
 - 22.3.1 the names of the Trustees present at the meeting;
 - 22.3.2 the decisions made at the meetings; and
 - 22.3.3 where appropriate the reasons for the decisions.

23. **Annual Report and Return and Accounts**

- 23.1 The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - 23.1.1 the keeping of accounting records for the Charity;
 - 23.1.2 the preparation of annual statements of account for the Charity;
 - 23.1.3 the transmission of the statements of account to the Charity;
 - 23.1.4 the preparation of an Annual Report and its transmission to the Commission;
 - 23.1.5 the preparation of an Annual Return and its transmission to the Commission.
- 23.2 Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

24. **Registered particulars**

The Committee must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

25. **Property**

- 25.1 The Committee must ensure the title to:
 - 25.1.1 all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - 25.1.2 all investments held by or on behalf of the Charity,
- is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.

25.2 The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.

25.3 The Committee may remove the holding Trustees at any time.

26. **Repair and insurance**

The Committee must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). It must also insure suitably in respect of public liability and employer's liability.

27. **Notices**

27.1 Any notice required by this constitution to be given to or by any person must be:

27.1.1 in writing; or

27.1.2 given using electronic communications.

27.2 The Charity may give any notice to a member either:

27.2.1 personally; or

27.2.2 by sending it by post in a prepaid envelope addressed to the member at his or her address; or

27.2.3 by leaving it at the address of the member; or

27.2.4 by giving it using electronic communications to the member's address.

27.3 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity

27.4 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

27.5 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

27.6 Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

27.7 A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

28. **Rules**

28.1 The Committee may from time to time make rules or bye-laws for the conduct of its business.

28.2 The bye-laws may regulate the following matters but are not restricted to them:

- 28.2.1 the admission of members of the Charity and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - 28.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - 28.2.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - 28.2.4 the procedure at general meeting and meetings of the Committee in so far as such procedure is not regulated by this Constitution;
 - 28.2.5 the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - 28.2.6 generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 28.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 28.4 The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.

The rules or bye-laws shall be binding on all members of the Charity. No rule of bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.