



Constitution of:

Helpers of Our Lady of Lourdes (Hospitalité),

Archdiocese of St Andrews and Edinburgh

1. Name

The name of the organisation is **Helpers of Our Lady of Lourdes (Hospitalité)**, ("the Organisation")

The principal office of the organisation will be in Scotland

2. Charitable Purposes

The Organisation's charitable purposes are:

1. To encourage and foster devotion to Our Lady of Lourdes
 2. To encourage and foster involvement and interest in the Archdiocesan Lourdes Pilgrimage and other pilgrimages
 3. To encourage and foster care of the spiritual and material needs of the sick in the Archdiocese
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3. Relationship with the Archdiocese

1. The Organisation exists to keep the spirit of Lourdes alive in the archdiocese
 2. The Organisation recognises the **pastoral authority of the Archbishop of the Archdiocese of St Andrews and Edinburgh** in all matters concerning faith
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4. Activities

In furtherance of its charitable purposes, the Organisation shall:

1. Support the pastoral life of the Archdiocesan Lourdes pilgrimage
 2. Promote the spirituality of Lourdes, including prayer, humility, service, and charity
 3. Raise and manage funds for the charitable purposes of the Organisation and the pilgrimage it serves
 4. Organise spiritual, social and liturgical events throughout the year to maintain the spirit of Lourdes in the Archdiocese
 5. Promote information to members and interested people within the archdiocese
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5. Powers

The Organisation has power to do anything lawful which is calculated to further its charitable purposes, including:

1. To raise funds and receive donations, grants and legacies
 2. To distribute funds to advance the participation and care of sick pilgrims
 3. To open and operate bank accounts
 4. To invest surplus funds
 5. To take out insurances
 6. To enter into contracts
 7. To store and manage personal data
 8. To work in partnership with dioceses, parishes, religious orders, and other charities
 9. To change the constitution
 10. To adopt regulations consistent with this constitution
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6. Membership

6.1 Eligibility

Membership is open to persons who:

1. Support the charitable purposes of the Organisation
2. Pay an annual subscription for membership
3. Agree to comply with this constitution and Archdiocesan safeguarding and conduct policies
4. Membership conveys voting rights at the AGM

Any person who wishes to become a member must submit an application for membership using the form on the website. www.Edinburgh-Lourdes.com. The application will then be considered by the Committee

6.2 Discipline and Termination

Membership may be suspended or terminated where a member:

1. Acts in a manner prejudicial to the reputation or mission of the Hospitalité
2. Fails to comply with safeguarding, or conduct requirements
3. Fails to pay their annual subscription

No member shall be removed without the opportunity to be heard

7. General Meetings

7.1 Annual General Meeting

The Organisation shall hold an AGM at least once every 15 months to:

1. Receive the annual report and accounts
2. Elect committee members
3. Consider constitutional matters and future plans

The AGM Could be held in person or online

7.2 Committee Meetings

1. Held regularly to oversee operations
2. Could be held in person or online
3. Quorum for the meeting is 50% plus 1 of committee members

7.3 Extraordinary Meetings

1. A special general meeting may be convened by the President or Committee.
2. Could be held in person or online

7.4 Voting

1. Every member has one vote, which must be given personally
2. All decisions at meetings will be made by majority vote
3. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote

7.5 Minutes of Meetings

1. The Committee must ensure that minutes are kept in relation to all meetings, and that a record is kept of all resolutions agreed to in writing or by email
 2. Minutes of meetings must include the names of those present; and should be approved by the chairperson of the meeting
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8. Committee Members

The Organisation shall be governed by a committee including:

- President (Chair)
 - Vice-President (Vice-Chair)
 - Secretary
 - Treasurer
 - Chaplain
 - Additional elected 7 lay trustees as determined by regulations
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9. Appointment and Accountability

1. The Chaplain is appointed by the committee in agreement with the Archbishop
 2. Committee members are elected by the membership at the AGM
 3. Committee members are alternated over 2 years to provide continuity
 4. The term of office will be two years after which committee members are eligible for re-election
 5. A committee member retiring at an AGM will be deemed to have been re-elected unless: (a) they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed; or (b) an election process was held at the AGM, and they were not among those elected/re-elected through that process
 6. The committee can set up sub committees as and when required
 7. Sub committees have powers of co-option
 8. Person's disqualified from being a charity trustee under the Scottish Charities Act are ineligible to be committee members
 9. The committee members are accountable:
 - To OSCR for compliance with charity law
 - To the Archbishop in matters of Catholic ethos and Archdiocesan mission
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10. Duties of Committee Members

Committee members must:

1. Act in the best interests of the Hospitalité
 2. Act with care and diligence
 3. Ensure compliance with Scottish charity law
 4. Safeguard children and adults at risk
 5. Protect the reputation of and act in harmony with the pastoral mission of the Archdiocese
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11 Conflicts of Interest

The Committee must use every effort to ensure that conflicts of interest involving charity trustees are identified at the earliest opportunity and appropriately managed

12 Removal of Committee Members

Committee Members will cease to hold office if:

1. They become disqualified from being a charity trustee under the Scottish Charities Act
 2. They give the organisation a notice of resignation (either in writing or by email)
 3. They are absent (without good reason) from more than three consecutive committee meetings - but only if the committee resolve to remove them from office
 4. They are removed from office by resolution of the Committee on the grounds that they are considered to have committed a serious breach of the code of conduct for charity trustees, or they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Scottish Charities Act
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13. Safeguarding

The Organisation shall:

1. Comply fully with civil safeguarding legislation
 2. Follow the safeguarding policies of the Roman Catholic Church in Scotland (In God's Image v2) and the Archdiocese
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14. Finance and Accounts

1. All funds shall be applied solely for the Organisation's charitable purposes
 2. A bank account shall be maintained in the name of the Hospitalité
 3. Two authorised signatories shall be required for transactions
 4. Accounts shall be prepared and examined or audited in accordance with OSCR requirements
 5. Financial controls shall reflect Archdiocesan financial policies where applicable
 6. Annual accounts shall be presented at the AGM
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15. Amendments

This constitution may be amended by a two-thirds majority at a general meeting, subject to:

1. Compliance with charity law
 2. 3 weeks' notice of alterations in writing to the secretary pre-AGM
 3. OSCR consent where required
 4. Consultation with the Archbishop where the Catholic identity or Archdiocesan relationship is affected
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16. Dissolution

On dissolution, any remaining assets shall be transferred to one or more charities which:

1. Have similar purposes
2. Operate with a Catholic ethos
3. Are registered with OSCR

No assets may be distributed to members

17. Interpretation

Any question of interpretation relating to this constitution shall be determined by the committee members, having due regard to Scottish charity law and the Organisation's Catholic character

18. Adoption

This Constitution was adopted by the members of **The St Andrews and Edinburgh Lourdes Hospitalité** on:

Date: _____

Signed (Chair): _____

Signed (Secretary): _____