



DARTFORD CHURCHES COLD WEATHER SHELTER

Association Constitution

Adopted on the 17th day of October 2013

1. NAME

The name of the association is DARTFORD CHURCHES COLD WEATHER SHELTER

2 LOCATION OF PRINCIPAL OFFICE

The principal office of the association is in England –currently situated c/o 66 Hythe Street, Dartford, Kent, DA1 1BX

3. OBJECTS

The objects of Dartford Churches Cold Weather Shelter are:

- a) To reduce/alleviate the rough sleeping population of the Borough of Dartford by provision of evening hospitality and overnight shelter in Dartford using church buildings and members through the coldest period of winter
- b) To support homeless people to move to appropriate accommodation, resisting dependency on the shelter

4. POWERS

The association Management Committee (to be known as the Steering Group) has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular the association's powers include power to:

- a) Employ and remunerate such staff (who shall not be members of the Management Committee) as are necessary for carrying out the work of the association.
- b) Raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- c) Buy, take on lease or in exchange, hire or otherwise acquire any property necessary for the achievement of the objects and to maintain and equip it for use.
- d) To sell, lease or dispose of all or any part of the property belonging to Dartford Churches Cold Weather Shelter, subject to any consents required by law.
- e) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them



- f) Appoint and constitute such advisory groups as the Management Committee may think fit.
- g) To do all such other lawful things as are necessary for the achievement of the objects.

5. APPLICATION OF INCOME

The income and any property of Dartford Churches Cold Weather Shelter must be applied solely towards the promotion of the objects. A Management Committee member is only entitled to be reimbursed from the property of the association such reasonable expenses properly incurred by him or her when acting on behalf of the association.

6. MEMBERSHIP

Membership of the association is open to:

- a) All Dartford Churches, choosing to be involved in the work of and financially contributing to the association, who may appoint a maximum of 2 people from their own membership to represent them on the Management Committee.
- b) Individuals representing such advisory groups sharing our objectives as the Management Committee may think fit.

Only those appointed by their church will be entitled to attend Management Committee meetings and vote on its behalf. Churches may, however, appoint an alternate to replace its appointed representatives at any meeting if the appointed representative is unable to attend.

Every member shall have one vote.

7. HONORARY OFFICERS

At an annual general meeting the members shall elect from among themselves a chair, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

8. MANAGEMENT COMMITTEE

The Management Committee shall not consist of less than six members being:

- a) The honorary officers specified in the preceding clause
- b) Appointed representatives from churches involved
- c) Representatives from such advisory groups as specified in Clause 6 (b)

Nobody shall be appointed as a member of the Management Committee who is aged under 18 or who is disqualified from acting as a member by virtue of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

9. MEETINGS & PROCEEDINGS OF THE MANAGEMENT COMMITTEE

- a) The Management Committee shall hold at least five ordinary meetings each year and such other meetings as are necessary to ensure the efficient operation of the Cold Weather Shelter
- b) The chair shall act as chair at meetings of the Management Committee. If the chair is absent from any meeting, the members of the Management Committee present shall choose one of their number to chair the meeting before any other business is transacted.
- c) There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at a meeting
- d) Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question, but in the case of equality of votes the chair of the meeting shall have a second or casting vote.
- e) The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.

10. RECEIPTS AND EXPENDITURE

- a) The funds of Dartford Churches Cold Weather Shelter, including all donations, contributions and grants, shall be paid into an account operated by the Management Committee in the name of "Dartford Churches Cold Weather Shelter" at such bank as the Management Committee shall decide. All cheques drawn on the account must be signed by two people drawn from a list of designated members of the Management Committee and staff.
- b) The funds of Dartford Churches Cold Weather Shelter shall be applied only in furthering the objects.
- c) Trustees of property and assets of the scheme shall be the Management Committee.
- d) The Management Committee shall comply with their obligations under the Charities Act 2011 with regard to:
 - i) The keeping of accounting records for Dartford Churches Cold Weather Shelter
 - ii) The preparation of annual statements of account
 - iii) The auditing or independent examination of the statements of account
 - iv) The transmission of such statements to any statutory body to meet legal requirements.



11. LIABILITY OF MEMBERS TO CONTRIBUTE TO THE ASSETS OF THE ASSOCIATION IF IT IS WOUND UP

If the association is wound up, the members of Dartford Churches Cold Weather Shelter have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

12. DISSOLUTION

If the Management Committee decides that it is necessary or advisable to dissolve Dartford Churches Cold Weather Shelter it shall call a meeting of all members of the association. If the proposal is confirmed by a two-thirds majority of those present the Management Committee shall have power to realise any assets held by or on behalf of the association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be divided (pro rata according to level of funding) among those churches, organisations or individuals financially supporting the association.

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Signed: Graeme Smith
John Atkins
Michael F Pethick
Ronald T Warren
Mary Abiola
Wendy R Pemberton



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Amendments

As agreed at Steering Group meeting 17th October 2016

1 – The name of the Association will be changed to the Dartford Churches Winter Shelter. All references within the constitution should be read accordingly.

2 – The principal office of the association is changed to – PO Box 438, Dartford. DA1 9NJ

3 – Para 10a – The list of designated signatories will be:

Mr Michael Smith

Mr Michel Pethick

Mr John Atkins

Ms Jane Paine