

DECEMBER 2010



The Religious Society of Friends (Quakers) In Britain

Quakers in Yorkshire (Reg. No. 1139514)

Governing Document

Adopted on the twenty fourth day of April 2010 by Minute 5 at a meeting of Quakers in Yorkshire

[Each Area Meeting in Yorkshire has minuted its agreement to be part of Quakers in Yorkshire]

Definitions

- i) The Religious Society of Friends (Quakers) in Britain refers to the church in Britain, the Channel Islands and the Isle of Man, in its entirety, including all its local meetings for worship and its constituent meetings for church affairs, as well as all their work [referred to below as the Religious Society].
- ii) Britain Yearly Meeting of the Religious Society of Friends (Quakers) [Britain Yearly Meeting] refers to the centrally held and managed policy, property, employment and work of the Religious Society.
- iii) Meeting for Sufferings is the standing representative body entrusted with the general care of matters affecting the Religious Society.
- iv) Area Quaker Meetings are the main local meetings for church affairs. They are the level of the Religious Society at which individual membership is held. Each Area Quaker Meeting is a separate charitable entity and shall be registered as such with the Charity Commission.
- v) The charity constituted by this document is Quakers in Yorkshire of the Religious Society and the charities formerly known as Yorkshire General Meeting Charity and Rawdon Friends School Trust incorporating a number of other regional funds as listed in Schedule 1.
- vi) The current edition of the Book of Christian Discipline of the Religious Society of Friends (Quakers) in Britain is Quaker faith & practice (2008 & on-line) [referred to below as the Book of Christian Discipline].
- vii) The term 'Friend' refers to a member of the Religious Society.
- viii) The term 'Attender' refers to a person who is not a Member of the Religious Society but who regularly attends its meetings for worship.
- ix) The term area of benefit shall be the sum of the areas of the participant area meetings in Schedule 2.

1. Governing Document

Quakers in Yorkshire and its property shall be administered and managed in accordance with the provisions in this governing document. Further guidance is contained in the Book of Christian Discipline.

2. Name

The name of the charitable body constituted by this document is 'Quakers in Yorkshire of the Religious Society of Friends (Quakers) in Britain' (abbreviated as Quakers in Yorkshire).

3. Object

The object of Quakers in Yorkshire is the furtherance of the general religious and charitable purposes of the Religious Society in the areas of the participant meetings and beyond.

4. Administration

Subject to the matters set out below the property of Quakers in Yorkshire shall be administered in accordance with this governing document by the trustees constituted by Clause 13.

5. Application of responsibilities

Quakers in Yorkshire exercises its responsibilities including the application of income and property to enable its object by work such as:

- i) furthering the religious and other charitable work of Quakers in Yorkshire as a regional meeting of the Religious Society, especially outreach and the care & nurturing of children and young people;
- ii) providing for relief in need either generally or individually of those who are Friends or Attenders of participant meetings;
- iii) promoting the education of children of Friends and Attenders in good standing of local Quaker meetings in Yorkshire *who* attend a secondary school officially connected to Britain Yearly Meeting and who reside or have a parent residing in the area of benefit;
- iv) assisting in the erecting, maintaining or repairing or improving Quaker meeting houses in the area formerly comprising the County of Yorkshire as places for public worship and from which to carry our witness into the world;
- v) duties in respect of other institutions set out in Schedule 3:
 - overseeing the governance of Bootham School and The Mount School;
 - supporting the charitable objects of Glenthorne Quaker Centre (232575);
 - making trustee appointments to Breckenbrough School and The Retreat, York;
- vi) administering and maintaining the organisation of Quakers in Yorkshire;
- vii) such other responsibilities as may from time to time be added which fall within the object of the charity subject to the approval of the Charity Commission of England & Wales

6. Dissolution

- i) At a special meeting of Quakers in Yorkshire Friends may decide that it is necessary or advisable to dissolve the charity or to amalgamate with another charity and this is agreed by the participant area meetings, the trustees shall have the power to realise any assets held by or on behalf of Quakers in Yorkshire.

- ii) Any assets remaining after the satisfaction of any proper debts and liabilities shall, with the agreement of Charity Commission, be given or transferred to the participant area meetings, to Britain Yearly Meeting, or to some other charitable institution or institutions having objects similar to that of Quakers in Yorkshire, and failing that for such other charitable purpose as Britain Yearly Meeting shall direct.

7. Amendments

- i) Amendments to this governing document shall be agreed by Quakers in Yorkshire in session and recorded by minute of the meeting.
- ii) No amendment may be made that affects the object (Clause 3) or the benefits to trustees (Clause 16) without the prior written consent of the Charity Commission, nor may the charitable status of Quakers in Yorkshire be affected.

8. Membership

Membership of the Religious Society begins when a record to this effect is made in the minutes of the relevant area meeting.

9. Termination of Membership

Membership of the Religious Society shall cease when a record to this effect is made in the minutes of the relevant area meeting.

10. Conduct of Meetings

Meetings for church affairs, in which the Religious Society conducts its business, are meetings for worship based on silence, carrying the expectation that God's guidance can be discerned if those present are truly listening together and to each other. The unity that is sought depends on the willingness of all to seek the truth in each other's utterances. There is no voting in the meetings, because the Religious Society believes that this would emphasise the divisions between differing views and inhibit the process of seeking to know the right way forward, the will of God as expressed in the sense of the meeting.

The clerk(s) of the meeting bear the final responsibility for preparing the business, conducting the meeting and drafting the minutes of the meeting. Minutes are drafted by the clerk(s) during the course of the meeting, but the final decision about whether the minute represents the sense of the meeting is the responsibility of the meeting itself, not of the clerk(s).

- i) Quakers in Yorkshire shall meet at such frequency, times and places as the meeting itself shall direct. The clerk(s) may arrange for a special meeting to be held if necessary.
- ii) The sessions of Quakers in Yorkshire are open to all Friends from the participant area meetings. Others attending should seek permission of the clerk(s).
- iii) The business and activities of Quakers in Yorkshire shall at all times be conducted in accordance with the provisions of the current edition of the Book of Christian Discipline.
- iv) It shall be the duty of Quakers in Yorkshire in session to appoint an auditor or independent examiner of its accounts.

11. Participant Meetings

- i) Quakers in Yorkshire is formed in accordance with Para 5.07 of the Book of Christian Discipline, comprises the participant area meetings wholly or partly within Yorkshire as listed in Schedule 2.

- ii) Arrangements for the establishment, running or dissolution of such constituent area meetings shall be in accordance with the Book of Christian Discipline (Chapter 4).

12. Appointments

- i) Each participant area meeting shall nominate two Friends from its own membership, to be appointed by Quakers in Yorkshire in session to serve on the nominations committee.
- ii) Quakers in Yorkshire in session shall appoint its clerk(s), clerk of trustees and treasurer on the advice of its nominations committee who shall be Friends;
- iii) Quakers in Yorkshire may determine from time to time that other appointments are needed and shall make appointments in session on the advice of its nominations committee;
- iv) Appointments shall be made for a fixed term, generally not more than three years. Only in exceptional circumstances shall an appointee remain continuously in post for more than six years.

13. Trustees

- i) Each participant area meeting shall nominate one Friend, normally from its own membership, to serve as a trustee, for appointment by Quakers in Yorkshire in session.
- ii) The trustees shall, so far as practicable, include its clerk of trustees and treasurer and representatives of each participant area meeting but not the clerk(s) of Quakers in Yorkshire, nor any employee of the meetings.
- iii) Trustees may co-opt up to two Friends to be appointed by Quakers in Yorkshire to act in matters of specialist advice who will serve on the same terms as other trustees.
- iv) The body of trustees will ordinarily contain not fewer than five or more than fifteen Friends. Any additional trustees will be appointed by Quakers in Yorkshire in session on the advice of its nominations committee.
- v) The appointments shall be reviewed at intervals not exceeding three years. Normally a trustee can be appointed on no more than two occasions to give an unbroken term of service as a trustee of Quakers in Yorkshire not exceeding nine years. That person cannot then be reappointed as a trustee of Quakers in Yorkshire until three years have elapsed after the end of the last period of service in that capacity.

14. Eligibility, disqualification and removal of Trustees

A Friend who is appointed to act as a trustee may hold office until he or she

- i) notifies to the clerks of Quakers in Yorkshire of a wish to be released from service as a trustee;
- ii) ceases to be a member of a participant area meeting;
- iii) is determined by Quakers in Yorkshire and the area meeting to no longer be a fit or suitable person to carry out the duties of a trustee;
- iv) is believed by Quakers in Yorkshire and the area meeting to have become incapable by reason of mental disorder, illness or injury, or otherwise, of managing and administering his or her own affairs;
- v) comes to the end of his or her term of service.
- vi) any vacancy so created should be filled by nomination from the appropriate committee for the balance of the term.

Removal of a trustee under the terms of (iii) or (iv) above shall require a decision of Quakers in Yorkshire and the relevant area meeting. An individual trustee may make an appeal against such a decision in accordance with the Quakers in Yorkshire appeal process.

Friends who are legally ineligible to act or who are disqualified from acting as trustees shall not be able so to act nor continue so to act.

Release of a trustee from office shall be recorded by minutes of Quakers in Yorkshire and the area meeting.

15 Powers of Trustees

The trustees shall have the following powers, in exercise of which they shall at all times be guided by the Book of Christian Discipline:

- i) to raise funds from contributions; from legacies; from grants and other sources outside the area meetings; from investments and the use of assets; and from the sale of goods or services provided in furtherance of the object of Quakers in Yorkshire;
- ii) to buy, lease or acquire property, and to sell, grant a lease or dispose of property, subject to the terms of Clause 17 (vii) below;
- iii) to borrow money and to give security for loans (but only in accordance with the restrictions imposed by the Charities Act 1993 - as amended from time to time);
- iv) to set aside income as a reserve;
- v) to make investments in accordance with legal constraints and the ethical testimonies of the Religious Society;
- vi) to co-operate with other charities or to enter into partnerships;
- vii) to establish or support trusts or institutions formed for charitable purposes within the object of Quakers in Yorkshire;
- viii) to employ staff;
- ix) to make pension arrangements;
- x) to obtain and pay for goods and services;
- xi) to reimburse reasonable expenses, including those of the trustees, incurred when acting on behalf of Quakers in Yorkshire.
- xii) to open and operate bank accounts;
- xiii) to effect insurance;
- xiv) to insure themselves against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be in breach of trust or breach of duty;
- xv) to delegate their powers or functions as set out in Clause 18, below;
- xvi) to establish committees or working groups for carrying out agreed programmes of work;
- xvii) to authorise any of Quakers in Yorkshire's constituent committees to open a bank account and to appoint signatories; such action to be recorded by minute of the constituent committee and reported without delay to the trustees;
- xviii) to do any other lawful thing that is necessary or desirable for the achievement of the object of Quakers in Yorkshire.

16. Trustees not to be personally interested

- i) Subject to the provisions of sub-clause (ii) of this clause, and subject to sub-clause 15 (xiv), no trustee shall acquire any interest in property belonging to Quakers in

Yorkshire (otherwise than as a trustee) or receive remuneration or be interested (otherwise than as a trustee) in any contract entered into by the trustees.

- ii) Any trustee for the time being, who possesses specialist skills or knowledge, may charge and be paid reasonable fees for business done by her or him or her or his firm when instructed by the other trustees to act on behalf of Quakers in Yorkshire, provided that at no time shall a majority of the trustees benefit under this provision, and that a trustee shall withdraw from any meeting at which her or his own instruction or remuneration, or that of her or his firm, is under discussion.

17. Meetings and proceedings of the trustees

- i) Trustees shall conduct their meetings according to the Quaker business method as described in the Book of Christian Discipline.
- ii) The trustees shall hold at least two meetings each year. A special meeting of the trustees may be called at any time by the clerk to the trustees or by any two trustees upon not less than fourteen days' notice being given to the other trustees of the matters to be discussed. This period of notice may be waived with the consent of all trustees.
- iii) If the clerk to the trustees is absent from any meeting, the trustees present shall choose one of their number to be clerk at that meeting before any business is transacted.
- iv) An effective working strength of the trustee body, normally represented by at least half of the trustees for the time being, should be present for decisions to be made in right ordering.
- v) Minutes are to be made in the meeting and accepted and signed in accordance with Quaker business method as set out in the Book of Christian Discipline. The trustees shall keep minutes of the proceedings at meetings of the trustees and of any sub-committee.
- vi) The trustees may from time to time make and alter arrangements for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this governing document
- vii) The trustees shall report to a meeting of Quakers in Yorkshire at least once a year. They shall also refer to Quakers in Yorkshire in session any major decisions such as those involving the acquisition, disposal or major alteration of land or buildings.

18. Powers of Trustees to delegate

- i) The trustees may delegate specific powers or functions to a committee and the terms of any such delegation must be recorded by minute.
- ii) The trustees may impose conditions when delegating, including the conditions that:
 - a) the relevant powers are to be exercised exclusively by the committee to which they are delegated;
 - b) no expenditure may be incurred except in accordance with a budget previously agreed with the trustees.
- iii) The trustees may revoke or alter a delegation.
- iv) All acts and proceedings of any such committee must be fully and promptly reported to the trustees.

19. Annual Report and Accounts

- i) The trustees shall ensure that an annual report and statement of accounts for Quakers in Yorkshire (including the committees it contains) is prepared in compliance with current charities legislation.

- ii) The report and statement of accounts must be presented to Quakers in Yorkshire in session for consideration and acceptance, not later than eight months after the end of the financial year.
- iii) The trustees shall submit an appropriate annual return to the Charity Commission in compliance with current legislation.

20. Income and Expenditure

- i) The money of Quakers in Yorkshire shall be safeguarded by depositing in a bank account. The bank account or accounts shall be held in the name of Quakers in Yorkshire or in the name of any of the committees contained within Quakers in Yorkshire and not in the name of any individual.
- ii) The funds belonging to Quakers in Yorkshire shall be applied only in furthering the object of Quakers in Yorkshire as defined in Clause 3, above.

21. Property and investments

- i) Ordinarily the trustees shall cause the title of all real property and investments held by or in trust for Quakers in Yorkshire to be held in the name of Friends Trusts Limited as custodian trustee.
- ii) If the trustees decide to use a separate nominee to hold investments, they must apply to the Charity Commission for an Order discharging Friends Trusts Limited from its custodian trusteeship and vesting all land in Friends Trusts Limited as the nominee while granting it the same level of protection as it would enjoy under the provisions of Section 4(2) of the Public Trustee Act 1906, as if it were acting as custodian trustee.
- iii) It is the responsibility of trustees to insure all property, including buildings and contents, for replacement values which shall be reviewed regularly. It is also the trustees' responsibility to maintain in force all appropriate liability insurances, including employer's, occupier's and public liability.

Signed..... Co-clerk of Quakers in Yorkshire

and one of the following:

.....Co-clerk of Quakers in Yorkshire

.....Clerk of Trustees of Quakers in Yorkshire

.....Treasurer of Quakers in Yorkshire

Accepted for application to Charity Commission in April 2010 with editorial changes in July 2010 / October 2010 / November 2010

The Religious Society of Friends (Quakers) in Britain

Quakers in Yorkshire

SCHEDULES

1. CHARITABLE AND OTHER TRUST FUNDS SUBSUMED WITHIN THIS CHARITY

General Fund (unrestricted) and designated funds of Quaker Outreach in Yorkshire, Yorkshire Friends Holiday School, Yorkshire Junior Holidays, Yorkshire Link Group.

Yorkshire General Meeting Charity (endowment) Reg. No. 1012775

Rawdon Friends School Trust (endowment) Reg. No. 529682

Forrest's Meeting House Fund (restricted)

Linton Taylor Bequest (unrestricted)

2. PARTICIPANT AREA MEETINGS

Brlghouse West Yorkshire

Central Yorkshire

Craven & Keighley

Leeds

Pickering & Hull

Sheffield & Balby

York

3. DUTIES IN RESPECT OF OTHER INSTITUTIONS

Quakers in Yorkshire shall:

sustain the governance of Bootham School, York, and The Mount School, York, including the appointment of the school committees, receiving and reviewing annual reports and accounts;

appoint trustees and receive annual reports and accounts of Glenthorne Quaker Centre, Grasmere;

appoint four governors of The Retreat, York;

appoint committee members of Breckenborough School, Thirsk.

As at November 2010

Extract from Quaker Faith & Practice – 5th Edition

Regional gatherings

5.06 Other Quaker gatherings, regional meetings and former general meetings are associations of area meetings which broaden Quaker fellowship beyond the local meetings. They provide for conference and inspiration, informing themselves regularly about the service of their members and fostering spiritual support, learning and friendship. They have opportunities to consider the work of the yearly meeting, outreach and ecumenical and interfaith links and activities (see 12.06). They are listed in the Book of meetings.

5.07 Quaker gatherings or regional meetings may be set up by two or more area meetings, by a mix of area and local meetings, or by two or more general or regional meetings. The constituent meetings are those that choose to take the responsibility for organising and funding such gatherings or conferences. The members are the members of the sponsoring meetings. They may choose to change their status or area, or local meetings may wish to come together in different combinations to support the work and witness of Quakers in the area. If such changes are contemplated, or if a newly formed gathering is intended to have an ongoing structure and regular meetings, the Recording Clerk should be informed and appropriate guidance obtained from Quaker Stewardship Committee.

All gatherings (including those that continue from pre-existing general meetings) must inform Yearly Meeting through Meeting for Sufferings of any substantial changes they may make including their setting up and laying down, and, if the latter, of how they intend to discharge or transfer their responsibilities and deposit their records. They should forward to the Recording Clerk the minute by which they are finally laid down. Quaker groupings which are independent charities may need to register with the Charity Commission and should obtain advice from Quaker Stewardship Committee via the Recording Clerk.