



THE GILBERT THOMPSON MEMORIAL FUND OF THE RAPHAEL PILGRIMAGE

CONSTITUTION

1. **OBJECT/AIM** The fund is set up as a separate entity within the Raphael Pilgrimage Trust in memory of Gilbert Thompson, Raphael's first Director, to receive donations and other moneys and, at its discretion, to make partial or full grants to fund the cost of places on that Pilgrimage in any one year to applicants to the fund.
2. **DERIVATION OF AUTHORITY** - The trustees of the Raphael Pilgrimage (the trustees), acting under the authority of the Declaration of Trust dated 12th September 2002, hereby formulate the rules set out hereunder as the Constitution of the Gilbert Thompson Memorial Fund.
3. **DEFINITIONS**
 - The Fund – The Gilbert Thompson Memorial Fund (GTMF).
 - Raphael/The Pilgrimage – The Raphael Pilgrimage Trust
 - Administrators – those appointed by the trustees to manage the GTMF.
 - The trustee/trustees - of The Raphael Pilgrimage Trust.
 - Members – Members of the Raphael Pilgrimage.
4. **DATE OF OPERATION**

This Constitution shall come into effect on 30th April 2009 and will replace the previous Constitution dated 30th April 1995.
5. **SCOPE OF OPERATION**

This Constitution with such amendments as may from time to time be agreed by the trustees shall be the sole source of authority of those persons appointed as Administrators by the trustees to manage the Fund. The GTMF has no authority to appoint sub-groups or sub-committees.
6. **TITLE**

The title shall be 'THE GILBERT THOMPSON MEMORIAL FUND.'
7. **OWNERSHIP**

All cash, investments, monies or other assets collected or acquired by or on behalf of the Fund shall be the property of The Raphael Pilgrimage Trust.
8. **ADMINISTRATORS**

- a. The first Administrators under this Constitution as it comes into force will be Trevor Wiltshire, Margaret Linsell, Peter Yates and Kath Scahill (as trustee).
- b. The trustees hereby authorise the Administrators of the Fund to manage the Fund in accordance with the terms of the Constitution of the GTMF.
- c. The Administrators shall be not less than four in number (including at least one trustee).
- d. A trustee must be one of the Administrators and shall be appointed by the trustees.
- e. The Director of the Pilgrimage will be, ex officio, an Administrator

- f. Future Administrators shall be nominated by the existing Administrators and appointed by the trustees. In the event of no nominations being received for a vacancy the trustees shall make their own nomination for appointment.
- g. An Administrator shall remain in office for a period of 3 years unless he/she wishes to stand down. A retiring Administrator who is competent to act may be re-appointed at the end of his/her term of office.
- h. An Administrator may be removed from office by a majority of the trustees.
- i. Administrators must be full members of Raphael, having been on 5 pilgrimages as a helper.
- j. Administrators shall appoint their own officers (Chair, Secretary and Treasurer).
- k. Each Administrator must sign a declaration of willingness to act as an Administrator of the Fund before he/she is eligible to vote at any meeting of the Fund Administrators.
- l. The current Administrators are Chris Woodward (Secretary/Treasurer of the Gilbert Thompson Memorial Fund and Treasurer of the Raphael Pilgrimage), Frank Galpin (Administrator), Paul Affleck (Pilgrimage Director) and Kath Scahill (Trustee).

9. FUNCTIONS OF THE ADMINISTRATORS

- a. The Administrators shall meet at least once a year and at their discretion either in formal meeting or by telephone conference call or video link or by similar electronic communication. Three Administrators shall be considered a quorum for the proper conduct of any meeting. Minutes of meetings must be taken.
- b. Where consensus cannot be achieved, decisions of the Administrators shall be by a majority of votes cast on any matter; in the case of the same number of votes being cast for and against a proposal the chair shall have a casting vote.
- c. Applications to the Gilbert Thompson Memorial Fund will be communicated to all Administrators and applications will be acknowledged by the Secretary/Treasurer of the Gilbert Thompson Memorial Fund. Applicants will be advised that they will be notified of grants by July 31st for each year.
- d. In general the closing date for applications will be July 7th for each year.
- e. The Administrators will communicate by Conference Call or electronically to discuss all applications. Once agreement has been reached on the amount of funding to be made available to the individual applicants, the relevant applicants will be notified in writing by the Secretary/Treasurer of the Gilbert Thompson Memorial Fund by July 31st for each year.

- f. If an application is made after July 7th in a year, the Administrators will take all the circumstances at the time into consideration before making a decision. The Secretary/Treasurer will notify the applicant of the decision as soon as possible.
 - g. The Administrators shall keep the business of the Fund and the matters discussed at their meetings strictly confidential, except as defined in clause 9.h below.
 - h. Notwithstanding clause 9.g above, the Administrators shall report to the trustees at least annually, within three months after each pilgrimage. Reports to include the number of grants given within various bandwidths each year.
 - i. The Administrators must also provide a procedure to the trustees that codifies the process the Administrators will follow in arriving at their decisions. This procedure to be approved by the trustees and subsequently to be posted on the Pilgrimage's website or made publicly available in some other way, including a hard copy available on request. Any further amendments to be similarly agreed.
 - j. The Treasurer for the Fund will provide audited accounts for inclusion in the financial statements of the Pilgrimage each year, based on the decisions made by the Administrators.
 - k. Any Administrator not a trustee shall be entitled to be kept informed of any matters discussed at meetings of the trustees which are or may be relevant to the Fund.
10. **FINANCE** The Administrators appoint their own treasurer who keeps the books, arranges the audit and sends the end of year accounts to the Raphael Pilgrimage Treasurer. Chris Woodward is the current Treasurer and Secretary.
- a. The Treasurer shall be responsible to the trustees for the safety and proper management of the assets of the fund and shall comply with any lawful directions of the trustees in regard thereto.
 - b. The Treasurer shall ensure that a proper set of books is kept and will also operate a suitable banking account and/or building society account or accounts in the name of the Fund.
 - c. The Administrators will not borrow any money.
11. **AMENDMENTS**
- The trustees may amend the Constitution at any time, either on their own initiative or after consultation with the Administrators, or on an application from the Administrators. All such amendments shall be formally recorded in the minutes of the trustee meetings.

Tracy Ennis
Chair of Trustees

Kathleen Scahill
Chair of Administrators

Dated February 1st 2022