



CENTRE FOR MARIAN STUDIES

Registered Charity 1183579

Policy Name:	TRUSTEE EXPENSES POLICY AND PROCEDURES
Date Adopted:	17th March 2026
Review Date:	March 2028

About this Policy

Purpose: This policy serves to guide the payment of expenses to Trustees of the Centre for Marian Studies (CMS).

1. Reimbursement: A charity trustee is entitled to be reimbursed from the property of the Centre for Marian Studies or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Centre for Marian Studies.

2. Benefits and payments to charity trustees and connected persons

No charity trustee may:

- (a) buy or receive any goods or services from the Centre for Marian Studies on terms preferential to those applicable to members of the public;
- (b) sell goods or services belonging to the Centre for Marian Studies;
- (c) be employed by, or receive any remuneration from, the Centre for Marian Studies;
- (d) receive any other financial benefit from the Centre for Marian Studies, unless the prior written consent of the Charity Commission has been obtained.

3. Compliance and Review: This policy must be reviewed periodically to ensure relevance and compliance with the CMS's aims and objectives.



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Policy Name:	SOCIAL MEDIA POLICY AND PROCEDURES
Date Adopted:	17 th March 2026
Review Date:	March 2028

Purpose

This policy outlines the guidelines and expectations for the use of social media platforms by Trustees and representatives of The Centre for Maria Studies (CMS). The CMS uses the following social media platforms:

- **WIX** <https://www.marianstudies.ac.uk>
- **Facebook** <https://www.facebook.com/p/Centre-for-Marian-Studies-100039379165356/>
- **X (formerly Twitter)** <https://twitter.com/CentreMarian>

These social media platforms are used to promote the activities of the CMS and to share Marian news.

Procedure

- 1. Professional Conduct:** All content shared or posted on CMS social media platforms must align with the aims and values of the CMS and a respectful, professional, and courteous tone must be maintained in all interactions.
- 2. Confidentiality:** The confidentiality and privacy of the charity, its Trustees and representatives should be respected. Sensitive information, proprietary data, or personal details should not be disclosed without explicit consent.
- 3. Accuracy and Integrity:** Every effort should be made to ensure that all information shared is accurate and verifiable.
- 4. Respectful Communication:** A respectful and inclusive tone should be maintained, avoiding any language or behaviour that may offend or discriminate against any group or individual.
- 5. Representation:** Trustees or representatives of the CMS should make it clear that personal views expressed are their own and not necessarily reflective of the charity's stance.



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6. Copyright and Attribution: Intellectual property rights should be respected by giving proper credit and obtaining permission when sharing content or materials that belong to others. Copyrighted material should not be used without authorisation.

7. Reporting Concerns: Inappropriate content, cyberbullying, or any activity that goes against this policy, should be reported immediately to the Trustees and Management Committee of the CMS.

8. Compliance and Consequences: Failure to adhere to this policy will result in investigation by the Trustees and Management Committee of the CMS and appropriate action taken, up to and including termination of Trustee or volunteer status. The parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

9. Acknowledgment: All Trustees and representatives of the CMS are required to review and acknowledge receipt of this policy. Ignorance of these guidelines will not be considered an excuse for non-compliance.

10. Compliance and Review: This policy must be reviewed periodically to ensure relevance and compliance with the CMS's aims and objectives.



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Policy Name:	ENGAGING EXTERNAL SPEAKERS POLICY AND PROCEDURES
Date Adopted:	17 th March 2026
Review Date:	March 2028

Purpose: This policy serves to guide the engagement and participation of speakers for events organised by the Centre for Marian Studies (CMS) to fulfil its aims and objectives.

1. Alignment with aims and objectives: Speakers invited to events must align with the core aims and objectives of the CMS, which are to support and advance Marian scholarship. The CMS has no religious affiliation and is open to members of any religious tradition or none.

2. Criteria for Selection:

Speakers should possess expertise or experience relevant to the event's theme or purpose.

3. Expectations and Guidelines:

- a. Speakers are expected to meet the aims and objectives of the CMS during their presentations or participation.
- b. Speakers are expected to maintain a respectful and inclusive tone, avoiding any language or behaviour that may offend or discriminate against any group or individual.

4. Remuneration and Expenses:

- a. Remuneration terms, if any, should be discussed with the speakers before confirming their engagement.
- b. The extent to which the charity will cover travel, accommodation, and other necessary expenses should be clarified in advance.

5. Speaker Support and Preparation:

- a. Speakers should be provided with adequate information about the audience, event agenda, and any specific guidelines or requirements.
- b. Technical and logistical support should be made available to facilitate the speaker's participation.

6. Compliance and Review: This policy must be reviewed periodically to ensure relevance and compliance with the CMS's aims and objectives.



CENTRE FOR MARIAN STUDIES

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Policy Name:	TRUSTEE CONFLICTS OF INTEREST POLICY AND PROCUDURES
Date Adopted:	17th March 2026
Review Date:	March 2028

1. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Centre for Marian Studies or in any transaction or arrangement entered into by the Centre for Marian Studies which has not previously been declared; and
- b) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Centre for Marian Studies and any personal interest (including but not limited to any financial interest).
- c) Any charity trustee absenting himself or herself from any discussions in accordance with this policy must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

- 2. Compliance and Review:** This policy must be reviewed periodically to ensure relevance and compliance with the Centre for Marian Study's aims and objectives.



CENTRE FOR MARIAN STUDIES

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Policy Name:	COMPLAINTS POLICY AND PROCEDURES
Date Adopted:	17th March 2026
Review Date:	March 2028

1. Reporting Complaints: If a complaint arises about the validity or propriety of anything done by anyone associated with the Centre for Marian Studies (CMS), the complaint should be reported immediately to the Trustees and Management Committee of the CMS. The Chair and two Trustees will attempt to resolve the situation.

2. Respectful Communication: A respectful and inclusive tone should be maintained, avoiding any language or behaviour that may offend or discriminate against any group or individual.

3. Resolution: If the complaints cannot be resolved by agreement between the parties concerned, the parties to the complaint must first try in good faith to settle the complaint by mediation before resorting to litigation.

4. Compliance and Review: This policy must be reviewed periodically to ensure relevance and compliance with the CMS's aims and objectives.