

Constitution of Budleigh Salterton and District Hospiscare

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is
Budleigh Salterton and District Hospiscare.

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in England

3. Object

The object of the CIO is:

To promote the relief of suffering (of those patients with life threatening conditions) and to assist any other Charitable organisation, whose aims are the same, in such ways as the CIO shall from time to time think fit to encourage that cause, including through the provision of financial assistance/funding, support, education, facilities or equipment, in the Parishes of Budleigh Salterton, East Budleigh with Bicton, Otterton, Colaton Raleigh, Woodbury, and the surrounding area.

4. Powers

The CIO has power to do anything which is calculated to further its object or is conducive or incidental to doing so. In particular, the CIO’s powers include power to:

- (a) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (b) Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (c) Deposit or invest funds, employ a professional Fund-Manager, and arrange for the investments or other property of the CIO to be held in the name of a Nominee, in the same manner and subject to the same conditions as the Trustees of a Trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A Charity Trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

- (b) A Charity Trustee may benefit from trustee indemnity insurance cover purchased at the CIOs expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a Charity Trustee receiving:
 - (a) a benefit from the CIO as a beneficiary of the CIO.
 - (b) reasonable and proper remuneration for any goods or services supplied to the CIO.
- (3) Nothing in this clause shall prevent a Charity Trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to Charity Trustees and connected persons

(1) General provisions

No Charity Trustee or connected person may:

- (a) receive any financial benefit from the CIO; unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission (“the Commission”). In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting Trustees’ or connected persons’ benefits

- (a) Charity Trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the Trustees do not benefit in this way.
- (b) A Charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.
- (c) A Charity Trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that it is available generally to the beneficiaries of the CIO.
- (d) A Charity Trustee or connected person may take part in the normal trading and fund-raising activities of the CIO on the same terms as members of the public.
- (e) A Charity trustee may receive an honorarium provided that all the Charity Trustees for the time being:

- a. consider that it is in the best interests of the charity to make such payment; and
- b. have given their unanimous consent to such payment being made.

7. Conflicts of interest and conflicts of loyalty

A Charity Trustee must:

- (1) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) 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 CIO and any personal interest (including but not limited to any financial interest). Any Charity Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Charity Trustees on the matter.

8. Liability of Members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Membership of the CIO

(1) Admission of new members

(a) Eligibility

Membership of the CIO is open to any Individual who is interested in furthering its purposes, and who, by applying for membership, has indicated his or her agreement to become a member and acceptance of the duty of members set out in Sub-Clause (3) of this clause. Trustees, the Executive Committee, Fund-raisers and Volunteers are ex-officio members.

(b) Admission procedure

The Charity Trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;
- (ii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;
- (iii) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken.

(2) Transfer of Membership

Membership of the CIO cannot be transferred to anyone else.

(3) Duty of Members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) Termination of Membership

(a) Membership of the CIO comes to an end if :

- (i) The member dies;
- (ii) The member sends a notice of resignation to the Charity Trustees; or
- (iii) Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due.

(5) Membership fee

The CIO may require members to pay reasonable membership fees to the CIO.

10. Members' Decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in Sub-Clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a General Meeting as provided in Sub-Clause (2) of this clause.

(2) Taking ordinary decisions by vote

Subject to Sub-Clause (3) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a General Meeting. Such a resolution may be passed by a simple majority of votes cast at the Meeting.

(3) Decisions that must be taken in a particular way

- (a) Any decision to remove a Trustee must be taken in accordance with Clause 15(2)
- (b) Any decision to amend this Constitution must be taken in accordance with Clause 28 of this Constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with Clause 29 of this Constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General Meetings of Members

(1) Types of General Meeting

There must be an Annual General Meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGM's must be held at intervals of not more than 15 months. The AGM must receive the Annual Statement of Accounts (duly audited or examined where applicable) and the Trustees' Annual Report, and must elect Trustees as required under Clause 13. Other General Meetings of the members of the CIO may be held at any time. All General Meetings must be held in accordance with the following provisions.

(2) Calling General Meetings

(a) The Charity Trustees:

- (i) must call the Annual General Meeting of the members of the CIO in accordance with Sub- Clause (1) of this clause, and identify it as such in the notice of the meeting; and
- (ii) may call any other General Meeting of the members at any time.

(b) The Charity Trustees must, within 21 days, call a General Meeting of the members of the CIO if:

- (i) they receive a request to do so from at least 10% of the members of the CIO; and
- (ii) the request states the general nature of the business to be dealt with at the Meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any General Meeting of the members of the CIO for more than 12 months, then Sub-Clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%;

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the Meeting;

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any General Meeting called by the Charity Trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called;

(g) If the Charity Trustees fail to comply with this obligation to call a General Meeting at the request of its members, then the members who requested the meeting may themselves call a General Meeting;

(h) A General Meeting called in this way must be held not more than 3 months after the date when the members first requested the Meeting.

(3) Notice of General Meetings

- (a) The Charity Trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any General Meeting to all of the Committee members, and to any Charity Trustee of the CIO who is not a member.
- (b) The notice of any Committee Meeting must:
 - (i) state the time and date of the Meeting;
 - (ii) give the address at which the Meeting is to take place;
 - (iii) give particulars of any resolution which is to be moved at the Meeting, and of the general nature of any other business to be dealt with at the Meeting; and
 - (iv) if a proposal to alter the Constitution of the CIO is to be considered at the Meeting, include the text of the proposed alteration;
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or delivered, or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
- (d) The proceedings of a Meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of General Meetings

The person nominated as chair by the Charity Trustees under Clause 19(2) (Chairing of Meetings), shall, if present at the General Meeting and willing to act, preside as Chair of the Meeting. Subject to that, the members of the CIO who are present at a General Meeting shall elect a Chair to preside at the Meeting.

(5) Quorum at General Meetings

- (a) No business may be transacted at any General Meeting of the members of the CIO unless a quorum is present when the Meeting starts.
- (b) Subject to the following provisions, the quorum for General Meetings shall be the greater of 5% or three members.
- (c) If the Meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the Meeting, the Meeting is closed.
- (d) If the Meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the Meeting, the Chair must adjourn the meeting. The date, time and place at which the

Meeting will resume must be announced by the Chair.

- (e) If a quorum is not present within 15 minutes of the start time of the adjourned Meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the Trustees but may not make any decisions. If decisions are required which must be made by a Meeting of the members, the Meeting must be adjourned.

(6) Voting at General Meeting

- (a) Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the Meeting, including proxy votes. Every member has one vote.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands. Including any proxy votes received at the Meeting. The Chair of the Meeting shall have a second, or casting vote.
- (c) Any objection to the qualification of any voter must be raised at the Meeting at which the vote is cast and the decision of the Chair of the Meeting shall be final.

(7) Proxy Voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a General meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (i) states the name and address of the member appointing the proxy;
 - (ii) identifies the person appointed to be that member's proxy and the General Meeting in relation to which that person is appointed;
 - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
 - (iv) is delivered to the CIO in accordance with the Constitution and any instructions contained in the notice of the General Meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:

- (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the Meeting; and
 - (ii) appointing that person as a proxy in relation to any adjournment of the General Meeting to which it relates as well as the Meeting itself.
- (e) A member who is entitled to attend, speak or vote on a show of hands, at a General Meeting remains so entitled in respect of that Meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
 - (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
 - (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the Meeting or adjourned Meeting to which it relates.
 - (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(8) Adjournment of Meetings

The Chair may with the consent of a Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn the Meeting to another time and/or place. No business may be transacted at an adjourned Meeting except business which could properly have been transacted at the original Meeting.

12. Charity Trustees

(1) Functions and duties of Charity Trustees

The Charity Trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee

- (a) to exercise his or her powers and to perform his or her functions as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and:
 - (ii) if he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to apply any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for Trusteeship

- (a) Every Charity Trustee must be an Individual person.
- (b) No one may be appointed as a Charity Trustee:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of Clause 15(1)(f).
- (c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.
- (d) At least one of the Trustees of the CIO must be 18 years of age or over.

(3) Number of Charity Trustees

- (a) There should be:
Not less than 3 nor more than 9 elected Trustees.
- (b) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a Meeting of the Charity Trustees, or appoint a new Charity Trustee.
- (c) The maximum number of Charity Trustees that can be appointed is as provided in Sub-Clause (a) of this clause. No Trustee appointment may be made in excess of these provisions.

(4) First Charity Trustees

The first Charity Trustees of the CIO are –

Mr Jeremy Browne - Chairman
Mrs Jill Beacham
Mr Clive Dixon
Mrs Judy Harris
Mr Peter Julian
Mr Pat Rogers
Mrs Jan Sokell

Vice Chairman (*To be appointed*)

13. Appointment of Charity Trustees

(1) Elected Charity Trustees

- (a) At the first Annual General Meeting of the members of the CIO all the Charity Trustees shall offer themselves for office;

- (b) At every subsequent Annual General Meeting of the members of the CIO, one-third of the Charity Trustees shall retire from office. If the number of Charity Trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one Charity Trustee, he or she shall retire;
- (c) The Charity Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any Trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (d) The vacancies so arising may be filled by the decision of the members at the Annual General Meeting; any vacancies not filled at the Annual General Meeting may be filled as provided in sub-clause(e) of this clause;
- (e) The members or the Charity Trustees may at any time decide to appoint a new Charity Trustee, whether in place of a Charity Trustee who has retired or been removed in accordance with Clause 15 (Retirement and removal of Charity Trustees), or as an additional Charity Trustee, provided that the limit specified in Clause 12(3) on the number of Charity Trustees would not as a result be exceeded;
- (f) A person so appointed by the members of the CIO shall retire in accordance with the provisions of Sub-Clauses (2) and (3) of this clause. A person so appointed by the Charity Trustees shall retire at the conclusion of the next Annual General Meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the Charity Trustees is to retire by rotation at that Meeting.

(2) Ex Officio Charity Trustee's

The Chairman and Vice Chairman for the time being ("the office holder") shall automatically, by virtue of holding that office ("ex officio"), be a Charity Trustee. If unwilling to act as a Charity Trustee, the office holder may:

- (a) before accepting appointment as a Charity Trustee, give notice in writing to the Trustees of his or her unwillingness to act in that capacity; or
- (b) after accepting appointment as a Charity Trustee, resign under the provisions contained in Clause 15 (Retirement and removal of Charity Trustees).

The office of Ex Officio Charity Trustee will then remain vacant until the office holder ceases to hold office.

14. Information for new Charity Trustees

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) a copy of this Constitution and any amendments made to it; and
- (b) a copy of the CIOs latest Trustees' Annual report and Statement of Accounts.

15. Retirement and removal of Charity Trustees

- (1) A Charity Trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the Charity Trustees from all their Meetings held within a period of six months and the Trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - (e) is disqualified from acting as a Charity Trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) A Charity Trustee shall be removed from office if a resolution to remove that Trustee is proposed at a General meeting of the members called for that purpose and properly convened in accordance with Clause 11 and the resolution is passed by a two-thirds majority of votes at the Meeting.
- (3) A resolution to remove a Charity Trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 days' clear notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representation to the members of the CIO.

16. Reappointment of Charity Trustees

Any person who retires as a Charity Trustee by rotation or by giving notice to the CIO is eligible for reappointment. A Charity Trustee who has served for two consecutive terms may not be reappointed for a third consecutive term but may be reappointed after an interval of at least three years, save that a Charity Trustee may be appointed for a third consecutive term and further consecutive terms if such appointment is approved by both (i) a majority of the Charity Trustees (excluding the person seeking reappointment) at a Meeting of the Charity Trustees held within three months before the Annual General Meeting at which the Charity Trustee's appointment would otherwise cease and (ii) a majority of the members voting at the Annual General Meeting at which the Charity Trustee's appointment would otherwise cease.

17. Taking of decisions by Charity Trustees

Any decision may be taken either:

- At a meeting of the Charity Trustees; or
- By resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement.

18. Delegation by Charity Trustees

- (1) The Charity Trustees may delegate any of their powers or functions to a Committee or Committees, and, if they do, they must determine the Terms and Conditions on which the delegation is made. The Charity Trustees may at any time alter those Terms and Conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Charity Trustees, but is subject to the following requirements –
 - (a) A Committee may consist of two or more persons, but at least one member of each Committee must be a Charity Trustee;
 - (b) The acts and proceedings of any Committee must be brought to the attention of the Charity Trustees as a whole as soon as is reasonably practicable; and
 - (c) The Charity Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of Charity Trustee

(1) Calling meetings

- (a) Any Charity Trustee may call a Meeting of the Charity Trustees.
- (b) Subject to that, the Charity Trustees shall decide how their Meetings are to be called, and what notice is required.

(2) Chairing of meetings

The Charity Trustees may appoint one of their number to Chair their Meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Charity Trustees present may appoint one of their number to chair that Meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a Meeting unless a quorum is present at the time when the decision is taken. The quorum is **three** Charity Trustees, or the number nearest to one third of the total number of Charity Trustees, whichever is greater, or such larger number as the Charity Trustees may decide from time to time. A Charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled

to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the Chair shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants.
- (b) Any Charity Trustee participating at a Meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the Meeting.
- (c) Meetings held by electronic means must comply with rules for Meetings, including Chairing and the taking of minutes.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the Charity Trustees, or of a committee of Charity Trustees, shall be valid notwithstanding the participation in any vote of a Charity Trustee:
 - (a) who was disqualified from holding office;
 - (b) who had previously retired or who had been obliged by the Constitution to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise; if, without the vote of that Charity Trustee and that Charity Trustee being counted in the quorum, the decision has been made by a majority of the Charity Trustees at a quorate Meeting.
- (2) Sub-Clause (1) of this clause does not permit a Charity Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Charity Trustees or of a Committee of Charity Trustees if, but for Clause (1), the resolution would have been void, or if the Charity Trustee has not complied with Clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents by signature.
- (2) A document is validly executed by signature if it is signed by at least two of the Charity Trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member, on request, a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or Charity Trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or Charity Trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The Charity Trustees may, subject to compliance with any legal requirements, by means of publication on its website –
 - (i) provide the members with the notice referred to in clause 11(3) (Notice of General Meetings);
 - (ii) give Charity Trustees notice of their Meetings in accordance with clause 19(1) (Calling meetings);
 - (iii) submit any proposal to the members or Charity Trustees for decision by written resolution or postal vote in accordance with the CIOs powers under Clause 10 (Members' decisions), 10(3) (Decisions taken by resolution in writing).
- (c) The Charity Trustees must:
 - (i) take reasonable steps to ensure that members and Charity Trustees are promptly notified of the publication of any such notice or proposal;
 - (ii) send any such notice or proposal in hard copy form to any member or Charity Trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and Charity Trustees.

24. Minutes

The Charity Trustees must keep minutes of all:

- (1) Appointments of officers made by the Charity Trustees;
- (2) Proceedings at General Meetings of the CIO;
- (3) Executive Committee Meeting of the Charity Trustees and Committees of Charity Trustees including:
 - (a) The names of the Trustees present at the Meeting;
 - (b) the decisions made at the Meetings; and
 - (c) decisions made by the Charity Trustees otherwise than in Meetings.

25. Accounting records, Accounts, Annual Reports and returns, register maintenance

- (1) The Charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of Accounting records, to the preparation and scrutiny of Statements of Accounts, and to the preparation of Annual Reports and Returns. The Statements of Accounts, Reports and Returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the Financial year end.
- (2) The Charity Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

None applicable

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this Constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of Constitution

As provided by Clauses 224-227 of the Charities Act 2011:

- (1) This Constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of votes cast at a General Meeting of the members of the CIO.
- (2) Any alteration of Clause 3 (Objects), Clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Charity Trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the Constitution, together with a copy of the CIOs Constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
- (a) at a General Meeting of the members of the CIO called in accordance with Clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) By a resolution passed by a 75% majority of those voting, or
 - (ii) By a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the General Meeting; or
 - (b) By a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIOs debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the Charity Trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for Charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in

particular:

- (a) The Charity Trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the Charity Trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the Charity Trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this Constitution;
 - (b) The Charity Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any Charity Trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this Constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Charity Trustee;
- (b) the spouse or civil partner of the Charity Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Charity Trustee or with any person falling within Sub-Clause (a) or (b) above;
- (d) an Institution which is controlled –
 - (i) by the Charity Trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which: –
 - (i) the Charity Trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this Constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

“Communications Provisions” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“Charity Trustee” means a Charity Trustee of the CIO.

Signed:

A handwritten signature in black ink, appearing to read 'A. Taber', is written over a horizontal dotted line. The signature is somewhat stylized and cursive.

Secretary

Date: 3 August 2021