

Southwold Museum & Historical Society

*A Charitable Incorporated
Organisation*

Constitution

18th December 2014

Table of Contents

The Purposes

The Purpose.....	4
1. Name	4
2. Administration.....	4
3. Objects.....	4
4. Powers.....	4

The Membership.....

5. Membership of the Society	5
5.1 Admission of new members	5
5.2 Admission procedure	5
5.3 Transfer of membership.....	5
5.4 Duty of members.....	6
5.5 Termination of membership.....	6
5.6 Membership fees.....	6
6. Members' decisions.....	6
6.1 General provisions.....	6
6.2 Taking ordinary decisions by vote	6
6.3 Taking ordinary decisions by written resolution without a general meeting.....	7
6.4 Decisions that must be taken in a particular way	7
7. General meetings of members.....	7
7.1 Types of general meeting	7
7.2 Calling general meetings	8
7.3 Notice of general meetings	8
7.4 Chairing of general meetings.....	9
7.5 Quorum at general meetings	9
7.6 Voting at general meetings	9
7.7 Representation of organisations and corporate members	10
7.8 Adjournment of meetings	10
8. Liability of members to contribute to the assets of the Society if it is wound up.....	10

The Trustees.....

9. Society Trustees.....	10
9.1. Functions and duties of the Society Trustees.....	10
9.2 Eligibility for trusteeship.....	11
9.3 Number of charity Trustees.....	11
9.4 First Society Trustees.....	11
10. Appointment of Charity Trustees	11
11. Conflicts of interest and conflicts of loyalty	12
12. Information for new charity Trustees	12
13. Retirement and removal of charity trustees	12

14. Reappointment of charity Trustees	12
15. Taking of decisions by charity Trustees	13
16. Delegation by the Trustees.....	13
17. Meetings of Trustees.....	13
18. Meetings and proceedings of the Trustees	14
19. Honorary Officers	14
Administrative Matters	15
20. Saving provisions	15
21. Application of income and property	15
22. Benefits and payments to trustees and connected persons	15
22.1 General provisions.....	15
22.2 Scope and powers permitting Trustees’ or connected persons’ benefits.....	16
22.3 Payment for supply of goods only – controls	16
23. Execution of documents	17
24. Use of electronic communications	17
25. Keeping of Registers	17
26. Minutes	17
27. Accounting records, accounts, annual reports and returns, register maintenance	17
28. Rules	18
29. Disputes	18
30. Amendment of constitution	18
31. Voluntary winding up or dissolution	18
32. Interpretation	19

The Purpose

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is the Southwold Museum & Historical Society (hereinafter “the Society”).

2. Administration

Subject to the matters set out below the Society and its property shall be administered and managed in accordance with this Constitution by the Trustees.

The principal office of the Society shall be located in England.

3. Objects

The Objects of the Society are:

3.1 to advance education for the public benefit in local history, archaeology and natural history with special reference to Southwold and its neighbourhood, in particular by providing lectures, educational trips and by promoting research in the fields described and to publish the useful results of such research.

3.2 the provision, maintenance and administration of a museum (hereinafter “the Museum”) in buildings located on a site at 9 -11 Victoria Street, Southwold, Suffolk IP18 6HZ for the reception and display of objects of antiquity, curiosity, rarity or local interest.

4. Powers

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

- a) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Society must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- b) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- c) sell, lease or otherwise dispose of all or any part of the property belonging to the Society. In exercising this power, the Society must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- d) employ and remunerate such staff as are necessary for carrying out the work of the Society. The Society may employ or remunerate a charity Trustee only to the extent that it is permitted to do so by Clause 23 (Benefits and payments to charity Trustees and connected persons) and provided it complies with the conditions of those Clauses;
- e) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Society 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;

The Membership

5. Membership of the Society

5.1 Admission of new members

a) Membership of the Society shall be open to:

i. individuals (over the age of 18 years) who are interested in furthering the work of the Society and who have paid any annual or life subscription laid down from time to time by the Trustees, and

ii. individuals (aged 17 years and under) who are interested in furthering the work of the Society and who have paid any annual subscription laid down from time to time by the Trustees and who shall be called Junior Members, and

iii. any body, corporate or unincorporated, association which is interested in furthering the work of the Society and has been invited by the Trustees to become a Member and has paid any annual subscription (any such body being called in this Constitution a "Member Organisation"), and

iv. any individual to whom the trustees have offered honorary membership in recognition of their services to the Society (hereinafter called "Honorary Member(s)" and who are collectively hereinafter called "the Member(s)").

b) Every Member (other than Junior Members) shall have one vote.

c) Each Member Organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Society and it may appoint an alternate to replace its appointed representative at any meeting of the Society if the appointed representative is unable to attend.

d) Each Member Organisation shall notify the name of the representative appointed by it and of any alternate to the Secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

5.2 Admission procedure

The Society Trustees:

a) may require applications for membership to be made in any reasonable way that they decide;

b) may refuse an application for membership if they believe that it is in the best interests of the Society for them to do so;

c) 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, and give the applicant the opportunity to appeal against the refusal; and

d) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

5.3 Transfer of membership

Membership of the Society cannot be transferred to anyone else except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the Society has received written notification of the transfer.

5.4 Duty of members

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

5.5 Termination of membership

a) Membership of the Society comes to an end if:

- i. the Member dies, or, in the case of a Member Organisation (or the representative of such an organisation) that organisation ceases to exist; or
- ii. the Member sends a notice of resignation to the trustees; or
- iii. any sum of money owed by the Member to the Society is not paid in full within six months of its falling due; or
- iv) the Trustees decide that it is in the best interests of the Society that the Member in question should be removed from membership, and pass a resolution to that effect.

b) Before the Trustees take any decision to remove any person or organisation from membership of the Society they must :

- i. inform the Member of the reasons why it is proposed to remove him, her or it from membership;
- ii. give the Member at least 21 clear days' notice in which to make representations to the Trustees as to why he, she or it should not be removed from membership;
- iii. at a duly constituted meeting of the Trustees, consider whether or not the member should be removed from membership;
- iv. consider at that meeting any representations which the Member makes as to why the Member should not be removed; and
- v. allow the Member, or the Member's representative, to make those representations in person at that meeting if the Member so chooses.

5.6 Membership fees

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

6. Members' decisions

6.1 General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-Clause 6.4 of this Clause, decisions of the Members of the Society may be taken either by vote at a general meeting as provided in sub-Clause 6.2 of this Clause or by written resolution as provided in sub-Clause 6.3 of this Clause.

6.2 Taking ordinary decisions by vote

Subject to sub-Clause 6.4 of this Clause, any decision of the Members of the Society 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.

6.3 Taking ordinary decisions by written resolution without a general meeting

a) Subject to sub-Clause 6.4 of this Clause, a resolution in writing agreed by a simple majority of all the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

- i. a copy of the proposed resolution has been sent to all the Members eligible to vote; and
- ii. a simple majority of Members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a Member's agreement must be authenticated by their signature (or in the case of a Member Organisation, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the Society has specified.

b) The resolution in writing may comprise several copies to which one or more Members have signified their agreement.

c) Eligibility to vote on the resolution is limited to Members who are Members of the Society on the date when the proposal is first circulated in accordance with paragraph (a) above.

d) Not less than 10% of the Members of the Society may request the Trustees to make a proposal for decision by the Members.

e) The Trustees must within 21 days of receiving such a request comply with it if:

- i. The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;
- ii. The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the Members; and
- iii. Effect can lawfully be given to the proposal if it is so agreed.
- iv. Sub-Clauses (a) to (c) of this Clause apply to a proposal made at the request of Members.

6.4 Decisions that must be taken in a particular way

a) Any decision to remove a Trustee must be taken in accordance with Clause 13 (Retirement and Removal of Trustees).

b) Any decision to amend this Constitution must be taken in accordance with Clause 30 of this Constitution (Amendment of Constitution).

c) Any decision to wind up or dissolve the Society must be taken in accordance with Clause 31 of this Constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the Society to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

7. General meetings of members

7.1 Types of general meeting

There must be an annual general meeting (AGM) of the Members of the Society. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs 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 9.

Other general meetings of the Members of the Society may be held at any time.

All general meetings must be held in accordance with the following provisions -

7.2 Calling general meetings

a) The Society Trustees:

- i. must call the annual general meeting of the members of the Society in accordance with sub-Clause 7.1 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 Society if:

- i. they receive a request to do so from at least 10% of the Members of the Society; 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 Society 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 Society 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.

i) The Society must reimburse any reasonable expenses incurred by the Members calling a general meeting by reason of the failure of the charity Trustees to duly call the meeting, but the Society shall be entitled to be indemnified by the charity Trustees who were responsible for such failure.

7.3 Notice of general meetings

a) The Trustees, or, as the case may be, the relevant Members of the Society, must give at least 14 clear days' notice of any general meeting to all of the Members.

b) The notice of any general 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 Society is to be considered at the meeting, include the text of the proposed alteration;

v. include, with the notice for the AGM, the annual statement of accounts and Trustees' annual report, details of persons standing for election or re-election as Trustee, or where allowed under Clause 24 (Use of electronic communication), details of where the information may be found on the Society's website.

c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; 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 Society.

7.4 Chairing of general meetings

The person nominated as Chair by the charity Trustees under Clause 18 (b) (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 Society who are present at a general meeting shall elect a Chair to preside at the meeting.

7.5 Quorum at general meetings

a) No business may be transacted at any general meetings of the Members of the Society 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 twenty Members. A Member Organisation represented by a person present at the meeting in accordance with sub-Clause 7.7 of this Clause, is counted as being present in person.

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 either be announced by the Chair or be notified to the Society's Members at least seven clear days before the date on which it will resume.

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.

7.6 Voting at general meetings

a) Any decision other than one falling within Clause 6.4 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every Member has one vote (except Junior Members) or unless otherwise as provided for in the rights of a particular class of membership under this constitution.

b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the Chair or by at least 10% of the Members present in person or by proxy at the meeting.

c) A poll demanded on the election of a person to Chair the meeting or on a question of adjournment must be

taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the Chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

d) A poll may be taken :

- i. at the meeting at which it was demanded; or
- ii. at some other time and place specified by the Chair; or
- iii. through the use of postal or electronic communications.

e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.

f) 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.

7.7 Representation of organisations and corporate members

An organisation or a corporate body that is a Member of the Society may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the Society.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual Member of the Society.

7.8 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.

8. Liability of members to contribute to the assets of the Society if it is wound up

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

The Trustees

9. Society Trustees

9.1. Functions and duties of the Society Trustees

The Society Trustees shall manage the affairs of the Society and may for that purpose exercise all the powers of the Society. 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 Society in the way he or she decides in good faith would be most likely to further the purposes of the Society; 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 Trustee of the Society in the course of a business or profession, to 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.

9.2 Eligibility for trusteeship

- a) Every Charity Trustee must be a natural person.
- b) No one may be appointed as a Charity Trustee:
 - i. unless they are a Member of the Society
 - ii. if they are under the age of 18 years; or
 - iii. if they would automatically cease to hold office under the provisions of Clause 13 (Retirement and Removal of Charity Trustees).
- 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 Society Trustee.

9.3 Number of charity Trustees

There should be not less than five nor more than twelve elected Trustees including the President, Secretary and Treasurer.

If the number falls below the minimum of five, the remaining Trustee or Trustees may act only to call a meeting of the charity Trustees, or appoint a new Society Trustee.

9.4 First Society Trustees

The first charity Trustees of the Society are –

Simon Loftus (President)
Ian Bradbury (Treasurer)
Christopher Cardwell
Sir Richard Dales
Ted Drake
Sarah Groves
Jan Holloway
Jenny Hursell (Secretary)
Stephen Wells

10. Appointment of Charity Trustees

- a) At the first annual general meeting (AGM) of the Society all the charity Trustees shall retire from office and may offer themselves for re-election.
- b) At every subsequent annual general meeting of the members of the Society, one-third of the charity Trustees shall retire from office. If the number of 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 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) Any Trustee vacancies arising may be filled by the decision of the Members at the AGM; any vacancies not filled

at the AGM 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 Trustee who has retired or been removed in accordance with Clause 13 (Retirement and removal of Charity Trustees), or as an additional Trustee, provided that the limit specified in Clause 9.3 on the number of Trustees would not as a result be exceeded;

f) A person so appointed by the Members of the Society shall retire in accordance with the provisions of sub-Clauses (b) and (c) of this Clause. A person so appointed by the Trustees shall retire at the conclusion of the next AGM after the date of his or her appointment.

11. Conflicts of interest and conflicts of loyalty

A 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 Society or in any transaction or arrangement entered into by the Society which has not previously been declared; and

b) absent himself or herself from any discussions of the 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 Society and any personal interest (including but not limited to any financial interest).

Any Trustee absents 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.

12. Information for new charity Trustees

The charity Trustees will make available to each new 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 Society's latest Trustees' annual report and statement of accounts.

13. Retirement and removal of charity trustees

A Society Trustee ceases to hold office if he or she:

a) retires by notifying the Society in writing (but only if enough 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 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) in the written opinion, given to the Society, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;

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).

14. Reappointment of charity Trustees

Any person who retires as a charity Trustee by rotation or by giving notice to the Society is eligible for

reappointment. A Trustee who has served for two consecutive terms may not be reappointed for a third consecutive term unless requested to continue in office by a majority of the other Trustees, and in any case may not serve more than three terms without a break of at least a year before being reappointed.

15. Taking of decisions by charity Trustees

Any decision may be taken either:

- a) at a meeting of the charity Trustees; or
- b) 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.

16. Delegation by the Trustees

- a) 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 Society Trustees may at any time alter those terms and conditions, or revoke the delegation.
- b) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Society Trustees, but is subject to the following requirements -
 - i. a committee may consist of two or more persons but at least one members of each committee must be a Charity Trustee;
 - ii. the acts and proceedings of any committee must be brought to the attention of the Society Trustees as a whole as soon as is reasonably practicable; and
 - iii. the Society Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

17. Meetings of Trustees

- a) Trustees and the Museum Curator shall meet and discharge the business of the Society as provided for in this Clause.
- c) The proceedings of Trustees shall not be invalidated by any vacancy among their number nor by any failure to appoint or any defect in the appointment or qualification of a member.
- d) Nobody shall be appointed as a Trustee who is aged under 18 or who would if appointed be disqualified under the provisions of the following sub Clause.
- e) No person shall be entitled to act as a Trustee whether on a first or subsequent entry into office until after signing in the minute book a declaration of acceptance and of willingness to act in the interests of the Society.
- f) The Trustees must keep a register of the name and address of every Trustee and the dates of entry into office.
- g) Trustees shall remain in office until their current term of office expires.
- h) The Trustees shall appoint a Museum Curator who will normally attend all meetings of Trustees, but may not necessarily be a Trustee, and in that case shall not formally be a member of Trustee meetings or exercise a vote.

18. Meetings and proceedings of the Trustees

- a) The Trustees shall hold not less than 4 meetings each calendar year. A special meeting may be called at any time by any Trustee upon not less than fourteen days' notice being given to the other Trustees of the matters to be discussed.
- b) The President shall act as Chair at meetings. If the President is absent from any meeting the Trustees present shall choose one of their number to be Chair of the meeting before any other business is transacted.
- c) There shall be a quorum when at least four Trustees are present at a meeting.
- d) Every matter shall be determined by a majority of votes of the members of the Trustees 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 Trustees shall keep minutes, in books kept for the purpose, of the proceedings at meetings and any sub-committee.
- f) Trustees may from time to time make rules 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 Constitution.
- g) Trustees may appoint one or more sub-committees consisting of two or more members for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Trustees.
- h) Participation in meetings by electronic means:
 - i. A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.
 - ii. Any 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.
 - iii. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

19. Honorary Officers

The Honorary Officers of the Society shall be:

- a) a Secretary and a Treasurer who shall be elected by the Members from amongst Trustees at the Annual General Meeting of the Society and who shall hold office from the conclusion of that meeting.
- b) a President who shall be elected by the Members from amongst Trustees at the Annual General Meeting of the Society and who shall hold office from the conclusion of that meeting.
- c) The Secretary and the Treasurer shall retire at the end of the Annual General Meeting three years after the date on which they came into office. They may offer themselves for re-election, subject to the provisions of Clause 9 (b)
- d) The President shall retire at the end of the Annual General Meeting three years after the date on which he/she came into office. He/she may offer themselves for re-election, subject to the provisions of Clause 9 (b).

Administrative Matters

20. Saving provisions

- a) Subject to sub-Clause (b) of this Clause, all decisions of the Trustees shall be valid notwithstanding the participation in any vote of a Trustee:
- i. who was disqualified from holding office;
 - ii. who had previously retired or who had been obliged by the constitution to vacate office;
 - iii. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
 - iv. if, without the vote of that Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.
- b) Sub-Clause (a) of this Clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if, but for Clause (a) of this Clause, the resolution would have been void, or if the Trustee has not complied with Clause 11 (Conflicts of interest).

21. Application of income and property

- a) The income and property of the Society must be applied solely towards the promotion of the objects.
- i. A Trustee is entitled to be reimbursed from the property of the Society or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Society.
 - ii. A charity Trustee may benefit from trustee indemnity insurance cover purchased at the Society's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- b) None of the income or property of the Society may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Society. This does not prevent a member who is not also a charity Trustee receiving:
- i. a benefit from the Society as a beneficiary of the Society;
 - ii. reasonable and proper remuneration for any goods or services supplied to the Society.
- c) Nothing in this Clause shall prevent a charity Trustee or connected person receiving any benefit or payment which is authorised by Clause 22 (Benefits and payments to Trustees and Connected Persons).

22. Benefits and payments to Trustees and connected persons

22.1 General provisions

No Trustee or connected person may:

- a) buy or receive any goods or services from the Society on terms preferential to those applicable to members of the public;
- b) sell goods, services, or any interest in land to the Society;
- c) be employed by, or receive any remuneration from, the Society

d) receive any other financial benefit from the Society;

unless the payment or benefit is permitted by sub-Clause 22.2 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.

22.2 Scope and powers permitting Trustees’ or connected persons’ benefits

a) A Trustee or connected person may receive a benefit from the Society as a beneficiary of the Society provided that a majority of the Trustees do not benefit in this way.

b) A 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 Society where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

c) Subject to sub-Clause 22.3 of this Clause a Trustee or connected person may provide the Society with goods that are not supplied in connection with services provided to the Society by the charity Trustee or connected person.

d) A Trustee or connected person may receive rent for premises let by the Trustee or connected person to the Society. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

e) A Trustee or connected person may take part in the normal trading and fundraising activities of the Society on the same terms as members of the public.

f) A Trustee or connected person may receive interest on money lent to the Society at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).

22.3 Payment for supply of goods only – controls

The Society and its Trustees may only rely upon the authority provided by sub-Clause 22.2 (c) of this Clause if each of the following conditions is satisfied:

a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the Society and the charity trustee or connected person supplying the goods (“the supplier”).

b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

c) The other Trustees are satisfied that it is in the best interests of the Society to contract with the supplier rather than with someone who is not a charity Trustee or connected person. In reaching that decision the Trustees must balance the advantage of contracting with a Trustee or connected person against the disadvantages of doing so.

d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Society.

e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.

f) The reason for their decision is recorded by the Trustees in the minute book.

g) A majority of the Trustees then in office are not in receipt of remuneration or payments authorised by Clause 22.

22.4 In sub-Clauses (22.2) and (22.3) of this Clause:

- a) “the Society” includes any company in which the Society:
 - i. holds more than 50% of the shares; or
 - ii. controls more than 50% of the voting rights attached to the shares; or
 - iii. has the right to appoint one or more directors to the board of the company;
- b) “connected person” includes any person within the definition set out in Clause 33 (Interpretation)

23. Execution of documents

- a) The Society shall execute documents by signature.
- b) A document is validly executed if it is signed by at least two of the charity Trustees.

24. Use of electronic communications

The Society 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 Charity Commission in a particular form or manner.

25. Keeping of Registers

The Society 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.

26. Minutes

The Society Trustees must keep minutes of all:

- a) appointments of officers made by the charity Trustees;
- b) proceedings at general meetings of the Society;
- c) meetings of the charity trustees and committees of charity Trustees including:
 - i. the names of the Trustees present at the meeting;
 - ii. the decisions made at the meetings; and
 - iii. where appropriate the reasons for the decisions;
 - iv. decisions made by the charity Trustees otherwise than in meetings.

27. Accounting records, accounts, annual reports and returns, register maintenance

- a) 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 Society, within 10 months of the financial year end.

b) The charity Trustees must comply with their obligation to inform the Charity Commission within 28 days of any change in the particulars of the Society entered on the Central Register of Charities.

28. Rules

The charity Trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Society, but such rules or bye laws must not be inconsistent with any provision of this Constitution. Copies of any such rules or bye laws currently in force must be made available to any Member of the Society on request.

29. Disputes

If a dispute arises between Members of the Society 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.

30. Amendment of constitution

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

a) This Constitution can only be amended:

i. by resolution agreed in writing by all Members of the Society; or

ii. by a resolution passed by a 75% majority of votes cast at a general meeting of the Members of the Society.

b) Any alteration of Clause 3 (Objects), Clause 31 (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 Society or persons connected with them, requires the prior written consent of the Charity Commission.

c) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

d) A copy of any resolution altering the constitution, together with a copy of the Society's constitution as amended, must be sent to the Charity 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.

31. Voluntary winding up or dissolution

a) As provided by the Dissolution Regulations, the Society may be dissolved by resolution of its Members. Any decision by the Members to wind up or dissolve the Society can only be made:

i. at a general meeting of the Members of the Society called in accordance with Clause 7 (General Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

o by a resolution passed by a 75% majority of those voting, or

o 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

ii. by a resolution agreed in writing by all Members of the Society.

b) Subject to the payment of all the Society's debts:

i. Any resolution for the winding up of the Society, or for the dissolution of the Society without winding up, may contain a provision directing how any remaining assets of the Society shall be applied.

ii. If the resolution does not contain such a provision, the charity Trustees must decide how any remaining assets of the Society shall be applied.

iii. In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the Society.

c) The Society must observe the requirements of the Dissolution Regulations in applying to the Charity Commission for the Society to be removed from the Register of Charities, and in particular:

i. the charity Trustees must send with their application to the Charity Commission:

- a copy of the resolution passed by the Members of the Society;
- a declaration by the charity Trustees that any debts and other liabilities of the Society have been settled or otherwise provided for in full; and
- a statement by the charity Trustees setting out the way in which any property of the Society has been or is to be applied prior to its dissolution in accordance with this constitution;

ii. the charity Trustees must ensure that a copy of the application is sent within seven days to every Member and employee of the Society, and to any charity Trustee of the Society who was not privy to the application.

d) If the Society is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

32. 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 applies for the purposes of interpreting the terms used in this constitution.

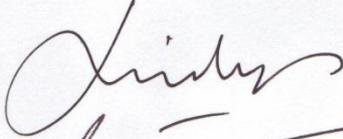
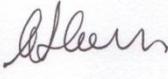
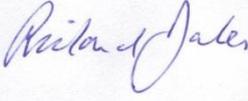
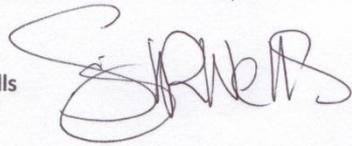
"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

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

The "Communications Provisions" means the Communications Provisions in Part 10, Chapter 4 of the General Regulations.

"Charity Trustee" means a charity Trustee of the Society.

A "poll" means a counted vote or ballot, usually (but not necessarily) in writing.

<i>Trustees</i>	<i>Signature</i>	<i>Date</i>
Simon Loftus (President)		19 Dec 2014
Ian Bradbury (Treasurer)		19 th December, 2014.
Christopher Cardwell		19 th December 2014
Sir Richard Dales		19 December, 2014
Ted Drake		19 December 2014
Sarah Groves	S. Groves	19 th December 2014
Jan Holloway	Jan Holloway	19 th December 2014
Jenny Hursell (Secretary)	Jennifer Hursell	19 th December 2014
Stephen Wells		December 19 th 2014

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