

**Constitution of the Brighton & Hove Reform Synagogue,
a Charitable Incorporated Organisation
with voting members other than its charity trustees**

Date of constitution (last amended): 5th February 2023

1 Name

The name of the Charitable Incorporated Organisation (“the CIO”) is Brighton & Hove Reform Synagogue.

2 National location of principal office

The principal office of the CIO is in England.

3 Object

The object of the CIO is to advance the Jewish religion, in particular, but not exclusively, by supporting and maintaining the Synagogue.

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:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) 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;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses; and
- (5) 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 its object.
- (2) 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 them when acting on behalf of the CIO.
- (3) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (4) 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. 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; and/or
 - (b) reasonable and proper remuneration for any goods or services supplied to the CIO.
- (5) 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) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO; or
- (d) receive any other 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 prior written consent of the Charity Commission ("the Commission") has been obtained. 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 charity trustees' or connected persons' benefits

- (a) 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 charity 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 CIO 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 (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. 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.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2) 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 CIO 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 charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity 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 them with regard to the supply of goods to the CIO;
- (e) the supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting;
- (f) the reason for their decision is recorded by the charity trustees in the minute book; and
- (g) a majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In this clause:

- (a) “The CIO” includes any company in which the CIO:
 - (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 31 (Interpretation).

7 Conflicts of interest and conflicts of loyalty

- (1) 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 CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
 - (b) absent themselves 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).
- (2) Any charity trustee absenting themselves 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 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 and Eligibility
 - (a) Membership of the CIO is open to anyone acting in general conformity with the practice of the Movement for Reform Judaism, the Reform Beit Din and over the age of eighteen years who is interested in furthering the CIO's purposes, and who, by applying for membership, has indicated their agreement to become a member and acceptance of the duty of members as determined by the charity trustees.
 - (b) A member may only be an individual, and not a corporate or unincorporated body or organisation.
- (2) Admission procedure

The charity trustees:

 - (a) may require applications for membership to be made in any reasonable way that they decide;
 - (b) shall, if they approve an application for membership, notify the applicant of their decision within 28 days;
 - (c) may in their absolute discretion refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;
 - (d) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 28 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
 - (e) 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.

(3) Further details about membership

- (a) The "Synagogue Year" is a period of 12 months commencing on 1 April.
- (b) Children of members shall enjoy the privilege of membership (other than voting rights) up to 31 March in the Synagogue Year in which they attain the age of 21.
- (c) The charity trustees shall from time to time fix the rate of, and payment requirements for, subscription for membership.
- (d) The Honorary Treasurer, in accordance with a policy approved by the charity trustees, may arrange to accept a subscription lower than the existing rate from any new or existing member but only on the terms that such reduced subscription shall be for the current Synagogue Year and shall be subject to review annually.
- (e) Members joining during the year will be required to pay a proportion of the annual fee starting from the first day of the month in which they join until 31 March following.
- (f) If any member is in default with any payment of their subscription (or any payment plan agreed in writing with the member concerned), then, unless the charity trustees otherwise decide, all rights of such member to vote at a General Meeting shall be suspended until all outstanding payments have been made in full. Any other rights of members whose subscriptions are three months in arrears may be suspended on resolution of the charity trustees until such arrears are paid and they shall be notified in writing accordingly.

(4) Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

(5) Termination of membership

- (a) Membership of the CIO comes to an end if:
 - (i) the member dies; or
 - (ii) the member sends a written notice of resignation to the charity trustees; or
 - (iii) any sum of money owed by the member has not been paid within three months of its falling due and following suspension under clause 9(3)(f), the Honorary Treasurer, in accordance with a policy approved by the charity trustees, decides that such member's membership should be terminated; or
 - (iv) the charity trustees decide in their absolute discretion that it is in the best interests of the CIO that the member in question should be removed from membership and pass a resolution to that effect.
- (b) Before the charity trustees take any decision to remove someone from membership of the CIO under clause 9(5)(a)(iv) they must:
 - (i) inform the member of the reasons why it is proposed to remove them from membership;
 - (ii) give the member at least 21 days' notice in which to make representations to the charity trustees as to why they should not be removed from membership;
 - (iii) at a duly constituted meeting of the charity 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.

10 Membership fees

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

11 Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) References in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

12 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 may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members 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 including votes cast by postal or email ballot, and proxy votes.

(3) Taking ordinary decisions by written resolution without a general meeting

(a) Subject to sub-clause (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), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.

- (c) Eligibility to vote on the resolution is limited to members who are members on the date when the proposal is first circulated in accordance with paragraph (a) above.
- (4) Decisions that must be taken in a particular way
 - (a) Any decision to remove a trustee must be taken in accordance with clause 16(2).
 - (d) Any decision to amend this constitution must be taken in accordance with clause 29 of this constitution.
 - (e) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 30 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.

13 General meetings of members

(1) Types of general meeting

There must be an AGM of the members. 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 charity trustees as required under clause 14.

Other general meetings of the members 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 AGM 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 if:
 - (i) they receive a request to do so from at least 10% of the members; 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 and in relation to any resolution to be moved at the general meeting such request shall include particulars of any resolution that may properly be proposed (in accordance with sub-clause 13(2)(d), and is intended to be proposed, at the meeting.
- (c) If, at the time of any such request, there has not been any general meeting of the members for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (e) Any general meeting called by the charity trustees at the request of the members must be held within 28 days from the date on which it is called.
- (f) 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.

- (g) 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.
- (h) The CIO 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.

(3) Notice of general meetings

- (a) The charity trustees, or, as the case may be, the relevant members, must give at least 14 days' notice of any general meeting to all of the members, and to any charity trustee who is not a member.
- (b) If it is agreed by not less than 90% of all members, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
- (c) 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;
 - (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; and
 - (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 23 (Use of electronic communication), details of where the information may be found on the CIO's website.
- (d) 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.
- (e) 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 20(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 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 unless a quorum is present either in person or on-line when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or twenty members.

- (c) If a quorum is not present either in person or on-line 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 CIO's members at least seven clear days before the date on which it will resume.
 - (d) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the charity 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 meetings
- (a) Any decision other than one falling within clause 11(4) (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. 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.
 - (b) 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.
 - (c) Subject to clause 13(6)(b) 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.
 - (d) 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.
 - (e) 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 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.
 - (b) Proxies must be appointed by a notice in writing (a "proxynote") 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.

- (c) The CIO may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.
 - (d) 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.
 - (e) 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.
 - (f) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) 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.
 - (g) 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.
 - (h) 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.
 - (i) 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.

14 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 they have or hold themselves out as having; and
 - (ii) their business or profession with 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 a natural person.

- (b) No one may be appointed as a charity trustee:
 - (i) if they are under the age of 16 years; or
 - (ii) if they would automatically cease to hold office under the provisions of clause 16(1)(f).
 - (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until they have expressly acknowledged, in whatever way the charity trustees decide, their acceptance of the office of charity trustee.
 - (d) At least one of the charity trustees must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining charity trustee or charity trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.
 - (e) No more than two charity trustees may be elected or co-opted onto the council at any time who are not members.
- (3) Number of charity trustees
- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining charity trustee or charity trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.
 - (b) The maximum number of charity trustees is 12 including co-opted charity trustees. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum. Holders of all the positions referenced in clause 14(3)(c) below shall be appointed by the council from among their number other than the Chair or Co-Chairs and Vice-Chairs who shall be elected by the members.
 - (c) The CIO shall have a council which shall consist of:
 - (i) one Chair or two Co-Chairs;
 - (ii) one or two Vice-Chairs
 - (iii) an Honorary Treasurer;
 - (iv) an Honorary Secretary;
 - (v) a Senior Warden;
 - (vi) up to 5 other members; and
 - (vii) up to 3 further members co-opted by the charity trustees.
- (4) Tenure for Chair(s) and Vice-Chair(s)
- In the event of a charity trustee being elected a Chair or Vice-Chair within that charity trustee's tenure, that charity trustee shall hold office as a Chair or Vice-Chair for a period of three years, renewable for a period of a further three years. Once a charity trustee has ceased to hold the office of Chair or Vice-Chair, that person shall not hold the same office again for three years or more.
- (5) Calculation of tenure of office
- At the three AGMs following the adoption of this (amended) Constitution, any person who is nominated for election as a charity trustee and who has served as a charity trustee prior to the adoption of this (amended) Constitution shall be deemed to have served two years in office prior to the adoption of this Constitution for the purpose of calculating their tenure of office.

(6) Honorary President

The charity trustees may appoint an Honorary President for a term of five years. Such office shall impose no duties on the recipient and shall be regarded as a mark of special respect on the part of the CIO. The Honorary President may attend meetings of charity trustees but will not be a charity trustee and will not have the power to vote.

(7) Appointment of charity trustees

- (a) At every AGM, 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. Charity trustees appointed by the members are appointed for a term of three years or such shorter period which may be set at the time of their appointment.
- (b) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any charity trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- (c) The vacancies so arising may be filled by the decision of the members at the AGM; any vacancies not filled at the annual general meeting may be filled as provided in this clause.
- (d) 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 16 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 14(3) on the number of charity trustees would not as a result be exceeded.
- (e) A person appointed by the members shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person appointed by the charity trustees shall retire at the conclusion of the next AGM 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.

15 Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before their first appointment:

- (1) a copy of this constitution and any amendments made to it; and
- (2) a copy of the CIO's latest trustees' annual report and statement of accounts.

16 Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if they:
 - (a) retire 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) are absent without the permission of the charity trustees from all their meetings held within a period of six months and the charity trustees resolve that their office be vacated;

- (c) die;
 - (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, have become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
 - (e) is removed by the members in accordance with sub-clause (2) of this clause; or
 - (f) 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 13, and the resolution is passed by a two-thirds majority of votes cast 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 clear days' notice in writing that the resolution is to be proposed, specifying the reasons alleged to justify removal from office, and has been given 21 days to make either oral or written representations to the members.

17 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 three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

18 Taking of decisions by charity trustees

Any decision may be taken either:

- (1) at a meeting of the charity trustees; or
- (2) by resolution in writing or electronic form agreed by a majority of 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 which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - (a) a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - (b) the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the charity trustees may resolve within 28 days of the circulation date.

19 Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions other than the power make a decision binding the CIO (save as expressly stated) 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.
- (3) The charity trustees may also appoint working groups to fulfil defined functions of the organisation such as catering, security or maintenance. These working groups may use resources and make decisions only in the same way as a committee.

20 Meetings and proceedings of charity trustees

- (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 by providing for rules in this regard making use of the power in clause 27.
- (2) Minimum number of meetings

The charity trustees shall meet at least six times per year.
- (3) 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.
- (4) 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 four 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.
- (5) 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.

21 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; or
 - (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 them 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).

22 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.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) it must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

23 Use of electronic communications

- (1) 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; and
 - (b) any requirements to provide information to the Commission in a particular form or manner.
- (2) Any member or charity trustee 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) Any member or charity trustee, 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.

24 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.

25 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) meetings of the charity trustees and committees of charity trustees including:
 - (a) the names of the charity trustees present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

26 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.

27 Rules

- (1) 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 CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution.
- (2) Copies of any such rules or bye laws currently in force must be made available to any member on request.

28 Disputes

If a dispute arises between members 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.

29 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; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members.
- (2) any alteration of clause 3 (Objects), clause 30 (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 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 CIO's 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.

30 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 called in accordance with clause 13 (General 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.
- (2) Subject to the payment of all the CIO's 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; and
 - (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;
 - (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; and
- (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 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.

31 Interpretation

In this constitution:

- (1) "AGM" means annual general meeting;
- (2) "charity trustee" means a charity trustee of the CIO;
- (3) "Communications Provisions" means the Communications Provisions in Part 9, Chapter 4 of the General Regulations, as the same may be amended or replaced from time to time;
- (4) "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; or
 - (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 shall apply for the purposes of interpreting the terms used in this constitution;

- (5) "council" means the body of charity trustees which is also the board of the CIO;
- (6) "Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012 as the same may be amended or replaced from time to time;
- (7) "General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012, as the same may be amended or replaced from time to time;
- (8) "member" means a member of the CIO; and
- (9) "poll" means a counted vote or ballot, usually (but not necessarily) in writing.