



**Draft Constitution for  
The Kempshott Community Association**

## Contents of the Interim Constitution.

The trustees have applied to the Charity Commissioners to register Kempshott Community Association as a registered charity with the constitution of a Charitable Incorporated Organisation (CIO), as defined by the Charity Commissioners' Associate model constitution.

The process of achieving registration can take up to 6 months. In the meantime we wish to launch the process of forming a Community Association and begin the conversation with and among residents of Kempshott on their ideas and priorities.

We have therefore created a constituted, but unincorporated, organisation - as the original community association (KDRA 1957 – 2018) was - to take this forward, but have used the constitutional provisions which are specified within a CIO constitution, without any specific clauses which refer to the Charity Commissioners. This means that the interim constitution is more wordy than strictly necessary, but when registration is confirmed, the association can be rolled into the new constitution with minimum disruption for everyone concerned.

As a guide to the constitution we have listed the key terms and the page references so that the principle clauses can be reviewed more easily:

Clause	Title		Page
1&2	Name and Location	Kempshott Community Association (KCA)	4
3 &4	Objects and Powers	Objectives of the association and what it can do to further those objectives.	4
5	Application of income and property	How KCA can use its income and assets and how it cannot.	5
6	Controls on Trustees and others use of funds		6
7	Handling potential Conflicts of interest		6
8	KCA members liabilities	Nil	6
9	Membership of KCA	Eligibility, Process, Termination, Fees	6
10	Members decisions	Procedures	8
11	Members General Meetings	Calling, Notice of, Chairing, Quorum, Voting, Adjournment	9
12	Trustees - duties	Duties, Eligibility, Number,	12
13 & 14	Appointment of trustees	Information to be given to trustees	13
15 & 16	Trustees – retirement and reappointment	Retirement, removal and reappointment	14
17 & 18	Trustees decisions and delegation of powers		15
19, 20 &21	Trustees meetings & execution of Documents	Calling, Chairing, Procedures & Saving provision, Signature provisions	16
22	Communications validity	Electronic notifications	17

23,24 & 25	Record keeping	Registers of Members, Minutes of meetings, Accounting records	18
26,27, 28&29	Rules, Disputes, Constitution amendments, Winding up		18
30	Definition & Interpretation of terms		19
App 1	Map showing Area of Benefit	Definition of Kempshott	A1

## 1. Name

**The Kempshott Community Association**

## 2. National location of principal office

The principal office is in Basingstoke, England

## 3. Objects

(1) Promote the benefit of the inhabitants of Kempshott in the borough of Basingstoke and Deane which may include inhabitants of adjacent areas of Basingstoke together **defined by the map in Appendix 1** (hereinafter called ‘the area of benefit’) without distinction of gender, sexual orientation, race or of political, religious or other opinions, by associating together with the said inhabitants and voluntary and other organisations in a common effort to provide facilities in the interests of social welfare for recreation and leisure time occupation for the community, and to support the wellbeing, social cohesion, social welfare and mutual cooperation in an effort to improve conditions of life for the said inhabitants.

(2) Promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion

## 4. Powers

The Association has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the Association has 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 Association 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 Association. In exercising this power, the Association 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 Association. The Association 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 that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Association 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 Association must be applied solely towards the promotion of the objects.
- (a) A charity trustee is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Association.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the Association's expense in accordance with the conditions in section 189 of the Charities Act 2011.
- (2) None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Association or connected person. This does not prevent a member or connected person who is not also a charity trustee receiving:
- (a) a benefit from the Association as a beneficiary of the Association;
  - (b) reasonable and proper remuneration for any goods or services supplied to the Association;
  - (c) 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 Association on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the Association;
- (c) be employed by, or receive any remuneration from, the Association;
- (d) receive any other financial benefit from the Association;

unless the payment or benefit is permitted by sub-clause (2) of this clause. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### **(2) Scope and powers permitting trustees' or connected persons' benefits**

- (a) A charity trustee or connected person may receive a benefit from the Association as a beneficiary of the Association provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services and/or goods to the Association where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) A charity trustee or connected person may receive interest on money lent to the Association at a reasonable and proper rate which must be not more than the Bank

of England base rate.

- (d) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the Association. 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 charity trustee or connected person may take part in the normal trading and fundraising activities of the Association on the same terms as members of the public.
- (3) In clauses 5 and 6:
- (a) “the Association” includes any company in which the Association:
    - (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 [30] (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Association or in any transaction or arrangement entered into by the Association which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Association and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8. Liability of members to contribute to the assets of the Association if it is wound up**

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

## **9. Membership of the Association**

### **(1) Admission of new members**

#### **(a) Eligibility**

Membership of the Association is open to any individual who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this

clause.

**(b) Admission procedure**

The charity trustees:

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

**(2) Transfer of membership**

Membership of the Association cannot be transferred to anyone else.

**Duty of members**

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

**(3) Termination of membership**

- (a) Membership of the Association comes to an end if:
  - (i) the member dies or
  - (ii) the member sends a notice of resignation to the charity trustees; or
  - (iii) any sum of money owed by the member to the Association is not paid in full within six months of its falling due; or
  - (iv) the charity trustees decide that it is in the best interests of the Association 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 Association 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 charity trustees as to why he, she or it 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.

#### **(4) Membership fees**

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

#### **(6) Informal or associate (non-voting) membership**

- (a) 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.
- (b) Other 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.

### **10. Members' decisions**

#### **(1) General provisions**

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the Association 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 of the Association 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 (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the Association 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 of the Association 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 Association may request the charity trustees to make a proposal for decision by the members.
- (e) The charity 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.
- (f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

#### **(4) Decisions that must be taken in a particular way**

- (a) Any decision to remove a trustee must be taken in accordance with clause 15(2).
- (b) Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the Association must be taken in accordance with clause [29] of this constitution (Voluntary winding up or dissolution).

### **11. General meetings of members**

#### **(1) Types of general meeting**

There must be an annual general meeting (AGM) of the members of the Association. The first AGM must be held within 18 months of the registration of the Association, 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 13.

Other general meetings of the members of the Association may be held at any time.

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

#### **(2) Calling general meetings**

- (a) The charity trustees:
  - (i) must call the annual general meeting of the members of the Association in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and

- (ii) may call any other general meeting of the members at any time.
- (b) The charity trustees must, within 21 days, call a general meeting of the members of the Association if:
  - (i) they receive a request to do so from at least 10% of the members of the Association; 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 Association 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 Association 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 Association 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 Association shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

**(3) Notice of general meetings**

- (a) The charity trustees, or, as the case may be, the relevant members of the Association, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the Association who is not a member.
- (b) If it is agreed by not less than 90% of all members of the Association, 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.
- (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; and
  - (iv) if a proposal to alter the constitution of the Association 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 [22] (Use of electronic communication), details of where the information may be found on the Association'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 Association.
- (4) Chairing of general meetings**
- The person nominated as chair by the charity trustees under clause 19(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the Association who are present at a general meeting shall elect a chair to preside at the meeting.
- (5) Quorum at general meetings**
- (a) No business may be transacted at any general meeting of the members of the Association unless a quorum is present when the meeting starts.
  - (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (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 Association'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.
- (6) Voting at general meetings**
- (a) Any decision other than one falling within clause [10(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 and postal votes)]. Every member has one vote [unless otherwise provided 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) **Adjournment of meetings**
- The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

## **12. Charity trustees**

### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the Association and may for that purpose exercise all the powers of the Association. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the Association 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.

**(2) Eligibility for trusteeship**

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the Association:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause 15(1)(f).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- [(d) At least one of the trustees of the Association must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

**(3) Number of charity trustees**

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is 7. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

**(4) First charity trustees**

The first charity trustees of the Association are –

[Marion Ruth Wolstencroft](#)

[Diana Elsbeth Manville](#)

[Sandra Margaret Johnson](#)

### **13. Appointment of charity trustees**

- (1) At every annual general meeting of the members of the Association, 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;
- (2) 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;

- (3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;
- (4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded;
- (5) A person so appointed by the members of the Association shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

#### **14. Information for new charity trustees**

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

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the Association's latest Trustees' Annual Report and statement of accounts.

#### **15. Retirement and removal of charity trustees**

- (1) A charity trustee ceases to hold office if he or she:
  - (a) retires by notifying the Association in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
  - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  - (c) dies;
  - (d) in the written opinion, given to the Association, 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 removed by the members of the Association in accordance with sub clause (2) of this clause.
- (2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a 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 circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the Association.

## **16. Reappointment of charity trustees**

Any person who retires as a charity trustee by rotation or by giving notice to the Association is eligible for reappointment.

## **17. Taking of decisions by charity trustees**

Any decision may be taken either:

- (2) at a meeting of the charity trustees; or
- (3) 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 Association at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

## **18. Delegation by charity trustees**

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
  - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which

they have made for the delegation of their powers.

## **19. Meetings and proceedings of charity 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.

### **(2) Chairing of meetings**

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

### **(3) Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two 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 person who chairs the meeting shall have a second or casting vote.

### **(4) Participation in meetings by electronic means**

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

## **20. Saving provisions**

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate

office;

- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## **21. Execution of documents**

The Association shall execute documents by signature , valid execution being signed by at least two of the charity trustees.

## **22. Use of electronic communications**

The Association will comply with 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;

### **(2) To the Association**

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

### **(3) By the Association**

- (a) Any member or charity trustee of the Association, by providing the Association with his or her email address or similar, is taken to have agreed to receive communications from the Association in electronic form at that address, unless the member has indicated to the Association his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
- (i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); [and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution in accordance with the Association's powers under clause 10 (Members' decisions), 10(3) (Decisions taken by resolution in writing),

- (c) The charity trustees must:
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
  - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

## **23. Keeping of Registers**

The Association must comply with its obligations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **24. Minutes**

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the Association;
- (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

The charity trustees must comply with charity best practice with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns.

## **26. Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the Association, 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 Association on request.

## **27. Disputes**

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

## **28. Amendment of constitution**

- (1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the Association; or
- (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Association.

## **29. Voluntary winding up or dissolution**

- (1) The Association may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Association can only be made:
  - (a) at a general meeting of the members of the Association called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - (i) by a resolution passed by a 75% majority of those voting, or
    - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the Association.
- (2) Subject to the payment of all the Association's debts:
  - (a) Any resolution for the winding up of the Association, or for the dissolution of the Association without winding up, may contain a provision directing how any remaining assets of the Association shall be applied.
  - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the Association shall be applied.
  - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the Association.
  - (a) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the Association, and to any charity trustee of the Association who was not privy to the application.

## **30. Interpretation**

In this constitution:

**“connected person”** means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee or member;
- (b) the spouse or civil partner of the charity trustee, member or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee, member or with any person falling within sub-clause (a) or (b) above;

**“charity trustee”** means a charity trustee of the Association.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing

## Appendix 1. Area of Benefit

**Area of benefit map:** Kempshott (outlined in blue) within the ward of Kempshott and Buckskin and adjacent ward areas.



