

CONSTITUTION of the Friends of the Canal Museum

adopted on the 17th day of April 2008 (Updated on 18th November 2019)

PART 1

1 Adoption of the Constitution

The Association and its property will be administered and managed in accordance with the provisions of this Constitution.

2 The Name

The Association's name is The Friends of the Canal Museum (and in this document it is called the Charity).

3 The Object

3.1 The Charity's object (the Object) is: to support and supplement the work of the Canal Museum at Stoke Bruerne hereafter called "The Museum".

3.2. In furtherance of this Object the Charity shall have the following objectives:

3.2.1 To assist with fundraising, development and promotion of the Museum to and for the benefit of the local community and the general public.

3.2.2 To undertake activities of an educational nature.

3.2.3 To assist on a voluntary basis with the running of the Museum.

3.2.4 Any other objectives that are commensurate with the Object of the Charity.

4 Application of the Income and Property

4.1 The income and property of the Charity shall be applied solely towards the promotion of the Object.

4.2 A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity with the prior approval of the Trustees.

4.3 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:

4.3.1 a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;

4.3.2 a Trustee from:

(i) buying goods or services from the Charity upon the same terms as other members or members of the public;

(ii) receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of sub clause 4.6, or as a member of the Charity and upon the same terms as other members;

4.3.3 the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default

breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:

- (i) fines;
- (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
- (iii) liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.

4.4 No Trustee may be paid or receive any other benefit for being a Trustee.

4.5 A Trustee may:

4.5.1 Sell goods, services or any interest in land to the Charity;

4.5.2 Be employed by or receive any remuneration from the Charity;

4.5.3 Receive any other financial benefit from the Charity, if:

4.5.4 he or she is not prevented from so doing by sub-clause 4.4 of this clause; and

4.5.5 the benefit is permitted by sub-clause 4.3; or

4.5.6 the benefit is authorised by the Trustees in accordance with the conditions in sub-clause 4.6 of this clause.

4.6.1 If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause 4.3, he or she must:

- (i) declare his or her interest in the proposal;
- (ii) be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
- (iii) not be counted in determining whether the meeting is quorate;
- (iv) not vote on the proposal.

4.6.2 In cases covered by sub-clause 4.5, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).

4.6.3 The Trustees may only authorise a transaction falling within paragraphs 4.5.1-3 of this clause if the trustee body comprises a majority of Trustees who have not received any such benefit.

4.6.4 If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Charity.

4.7 A Trustee or Sub-Committee member must:

4.7.1 Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not been previously declared, and

4.7.2 absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.

4.8 In this Clause, "Trustee" shall include any person firm or company connected with the Trustee.

5 Dissolution

- 5.1 If the members resolve to dissolve the Charity, requiring two thirds of the members present and voting at a general meeting, the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 5.2 The Trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 5.3 The Trustees must apply any remaining property or money:
- 5.3.1 directly for the Objects;
 - 5.3.2 by transfer to any charity or charities for purposes the same as or similar to the Charity;
 - 5.3.3 in such other manner as the Charity Commissioners for England and Wales ("the Commission") may approve in writing in advance.
- 5.4 The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs 1 to 3 inclusive in sub-clause 5.3 above.
- 5.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity).
- 5.6 The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the charity's final accounts.

6 Amendments

- 6.1 Any provision contained in Part 1 of this constitution may be amended provided that:
- 6.1.1 no amendment may be made that would have the effect of making the Charity cease to be a charity at law;
 - 6.1.2 no amendment may be made to alter the Object if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - 6.1.3 no amendment may be made to clause 4 without the prior written consent of the commission;
 - 6.1.4 any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 6.2 Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 6.3 A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of its being passed.

PART 2

7 Membership

- 7.1.0 Membership of the Charity shall be open to any individual who has attained the age of eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
- Interested in helping the Charity to achieve its Object
 - Willing to abide by the rules of the Charity and
 - Willing to pay any subscription agreed by the Committee
- 7.1.1 There shall be the following classes of Membership:

- individuals
- joint individuals (at the same address) who are one member for the purposes of voting and counting a quorum
- families who are one member for the purposes of voting and counting a quorum
- concessions as defined by the Trustees
- life members
- corporates and organisations

7.1.2 Honorary Life Membership may be awarded at the discretion of the Trustees to members who have given exceptional service and are severing their active connection.

7.1.3 Such other classes of membership as the Trustees shall from time to time determine.

7.2 Membership is open to individuals or organisations that are approved by the Trustees.

7.3 The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.

7.4 The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

7.5 The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

7.6 Membership is not transferable to anyone else.

7.7 The Charity must keep a register of names and addresses of the members. It is a condition of membership of the Charity that personal data shall be kept on a computer system and used within current data privacy laws.

7.8 The initial subscription rates and subsequent subscriptions applying from 1st April in any year shall be such sums as may be agreed by the Trustees and ratified by the next Annual General Meeting. Subscriptions shall become due on 1st April each year. In the year of joining, new member's subscriptions may be reduced pro rata for the number of months remaining until the next subscriptions are due. Members whose subscriptions are three months or more in arrears shall be automatically excluded from membership, but such membership shall be reinstated on payment of all such arrears.

8 Termination of Membership

Membership is terminated if:

8.1 the member dies or, if it is an organisation or corporate, and ceases to exist;

8.2 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;

8.3 any sum due from the member to the Charity is not paid in full within six months of it falling due;

8.4 the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

8.4.1 the member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;

8.4.2 the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9 **General meetings**

- 9.1 The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.
- 9.2 An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 9.3 All general meetings other than annual general meetings shall be called special general meetings.
- 9.4 The Trustees may call a special general meeting at any time.
- 9.5 The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership at the time, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.
- 9.6 The business of the AGM shall include:
- Receiving a report from the Chairman on the Charities activities over the year.
 - Receiving a report from the Treasurer on the finances of the Charity
 - Election of Trustees
 - Considering any other matter as may be decided

10 **Notice**

- 10.1 The minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- 10.2 A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- 10.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- 10.4 The notice must be given to all the members and to the Trustees.

11 **Quorum**

- 11.1 No business shall be transacted at any general meeting unless a quorum is present.
- 11.2 A quorum is;
- 9 members entitled to vote upon the business to be conducted at the meeting; or
 - One tenth of the total membership at the time, whichever is the greater.
- 11.3 The authorised representative of a corporate or an organisation shall be counted in the quorum.
- 11.4 Inquorate meetings.
If a quorum is not present within half an hour from the time appointed for the meeting; or if during a meeting a quorum ceases to be present; the meeting shall be adjourned to such time and place as the Trustees shall determine.
- 11.4.1 The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

11.4.2 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

12 **Chairman**

12.1 General meetings shall be chaired by the person who has been elected as Chairman of the Trustees.

12.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.

12.3 If there is only one Trustee present and willing to act, he or she shall chair the meeting.

12.4 If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, then clause 11.4.1 shall apply.

13 **Adjournments**

13.1 The members present at a meeting may resolve that the meeting shall be adjourned.

13.2 The person who is chairing the meeting must decide the date time and place at which the meeting is to be reconvened unless those details are specified in the resolution.

13.3 No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

13.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.

14 **Votes**

14.1 Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

14.2 A resolution in writing signed by each member (or in the case of a member that is a corporate or an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

15 **Representatives of Other Bodies**

15.1 Any corporate member or organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.

15.2 The corporate member or organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the corporate or organisation until written notice has been received by the Charity.

15.3 Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the corporate or organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the corporate or organisation.

16 **Role of Officers and Trustees**

- 16.1 The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution. The Officers and other members of the committee shall be the Trustees of the Charity and in this Constitution are together called "the Trustees". The Trustees have control over and full legal responsibility for the management and administration of the Charity and are fully accountable to members. Trustees will deal with conflicts of interest, conduct matters and ensure the Charity complies with its governing documents, its object, and complies with Charity and other UK law.
- 16.2 The Charity shall have the following officers: a chairman, a vice-chairman, and a treasurer.
- 16.3 A Trustee must be a member of the Charity or the nominated representative of a corporate or organisation that is a member of the Charity.
- 16.4 No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 20 or is disqualified from holding office under the Charities Act.
- 16.5 The number of Trustees shall be not less than three but (unless otherwise determined by a resolution of the Charity in General Meeting) shall not be subject to any maximum.
- 16.6 A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.
- 16.7 All Trustees are required to declare any interests which might compete with those of the Charity on appointment and to make a further annual declaration of any changes at the first meeting of the Committee following the Annual General Meeting. The Charity will maintain a register of Trustee interests.

17 **The Election of Trustees**

- 17.1 The members of The Charity shall elect the Trustees at the Annual General Meeting.
- 17.2 The Trustees may co-opt, during the year, any person who is willing to act as a Trustee.
- 17.3 Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.
- 17.4 No-one other than an existing Trustee retiring may be elected at any annual general meeting unless prior to the meeting the Chairman of the Trustees is given 7 days notice that:
- (i) Is signed by a member entitled to vote at the meeting;
 - (ii) States the member's intention to propose the appointment of a person as a Trustee
 - (iii) Is signed by the person who is to be proposed to show his or her willingness to be appointed
 - (iv) the notice period may be suspended with the agreement of all members present at the General Meeting.
- 17.5 Officers will be elected by the Trustees at their first committee meeting following the General Meeting. In the intervening period the Chairman and Treasurer shall continue to perform their roles. If either, or both, stands down or fails to be reelected at the Annual General Meeting then the trustees shall meet immediately following the Annual General Meeting to elect these Officers.

18 **Powers of Trustees**

- 18.1 The Trustees must manage the business of the Charity and they have the following powers in order to further the Object (but not for any other purpose):
- 18.1.1 to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

- 18.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 18.1.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;
- 18.1.4 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if they intend to mortgage land;
- 18.1.5 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- 18.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- 18.1.7 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 18.1.8 to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
- 18.1.9 to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of such funds 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;
- 18.1.10 to do all such other lawful things as are necessary for the achievement of the objects.
- 18.1.11 The Charity may establish and operate a wholly owned Limited Company to undertake trading activities. The Directors of the Company shall be Trustees of the Charity and not obtain any benefit from the Company.
- 18.1.12 The Trustees shall nominate up to four signatories for the bank accounts of the Charity. Payments of less than £200 shall be authorised in advance by the Treasurer and at least one other Trustee. Payments exceeding £200 shall be authorised in advance at a meeting of Trustees. The Trustees may authorise the Treasurer to use electronic banking for monitoring the bank accounts and making payments. Electronic banking may be used for any payment under £2,500 to a third party and unlimited transfers between the Charity's own bank accounts and its trading subsidiary's bank accounts. Advance authorisation also applies to payments by cheque and cash.
- 18.1.13 The Treasurer shall ensure that adequate systems are adopted so that all monies due to the Charity are received, banked and accounted for. All accounts paid promptly and full and accurate books of account are maintained. An up to date reconciled cash book together with the latest bank statement shall be presented to the Trustee's meeting quarterly.
- 18.2 No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees
- 18.3 Any meeting of the Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.
19. **Code of Conduct**
- 19.1 A Trustee shall adhere to the guidelines contained in the Essential Trustee published by the Charity Commission (or other later guidance) in ensuring the best interests of the Charity are carried out.

20 **Disqualification and Removal of Trustees**

A Trustee shall cease to hold office if he or she:

- 20.1 is disqualified by virtue of section 72 of the Charities Act, 2016 (or any statutory re-enactment or modification of that provision);
- 20.2 ceases to be a member of the Charity;
- 20.3 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 20.4 resigns by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- 20.5 Is absent without the permission from all meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.
- 20.6 Fails to comply with the Code of Conduct.

21 **Proceedings of Trustees**

- 21.1 The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 21.2 The Trustees shall hold a minimum of eight meetings each year. Meetings may be held electronically.
- 21.3 Any Trustee may call a meeting.
- 21.4 The Chairman must call a meeting of the Trustees if requested to do so by a Trustee.
- 21.5 Questions arising at a meeting must be decided by a majority of votes.
- 21.6 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 21.7 No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- 21.8 The quorum for Trustee meetings shall be 50% of Trustees (rounded up to the nearest number), of which at least one shall be an Officer.
- 21.9 A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 21.10 If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a general meeting.
- 21.11 The person elected as the Chairman shall chair meetings of the Trustees.
- 21.12 If the Chairman or Vice-Chairman is unwilling or unable to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 21.13 The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.

21.14 A resolution in writing or electronic communication signed by all the Trustees entitled to receive notice of a meeting of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting.

21.15 The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

21.16 The Chairman may invite members, who are not Trustees, and non members to attend Trustee meetings and join in some discussions. They shall not be counted in the quorum and they do not have any vote. Some activities of the Charity may be carried out by members who are not Trustees. They may be invited to report to the Trustees in person or in writing.

22 Delegation

22.1. The Trustees may delegate any of their powers or functions to a Sub-committee that has at least two Trustees as members. A Sub-Committee may include non-members. A Trustee shall be chairman of the Sub-committee. The terms of any such delegation must be recorded in the minute book.

22.2 The Trustees may impose conditions when delegating, including the conditions that

- the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- no expenditure may be incurred on behalf of the Charity by a Sub-Committee except in accordance with a budget previously agreed with the Trustees.

22.3 The Trustees may revoke or alter a delegation.

22.4 All acts and proceedings of any Sub-committees must be fully and promptly reported to the Trustees.

23 Irregularities in Proceedings

23.1 Subject to sub-clause 23.2, all acts done by a meeting of Trustees, shall be valid notwithstanding the participation in any vote of a 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,

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.

23.2 Sub-clause 23.1 does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees if the resolution would otherwise have been void.

23.3 No resolution or act of:

- the Trustees
- the Sub-committee
- the Charity in general meeting,

shall be invalidated by reason of the failure to give notice to any Trustee or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

24 Minutes

Minutes shall be taken and kept as follows:

- 24.1 appointments of Officers and Trustees made by the Trustees;
- 24.2 proceedings at general meetings of the Charity;
- 24.3 meetings of the Trustees and Sub-Committees including:
 - (a) the names of the Trustees, Officers and Sub-Committee members present at the meeting
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.
- 24.4 minutes of Sub-committee meetings shall be circulated to Trustees within 14 days of the meeting date.
- 24.5 minutes of General Meetings shall be made available to members at the next General Meeting following.

25 **Annual Report and Return and Accounts**

- 25.1 The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - (a) the keeping of accounting records for the Charity;
 - (b) the preparation of annual statements of account for the Charity;
 - (c) the transmission of the statements of account to the Charity;
 - (d) the preparation of an annual report and its transmission to the Commission;
 - (e) the preparation of an annual return and its transmission to the Commission.
- 25.2 Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

26 **Registered particulars**

The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities

27 **Property**

- 27.1 The Trustees must ensure the title to:
 - (a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - (b) all investments held by or on behalf of the Charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- 27.2 The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.
- 27.3 The Trustees may remove the holding trustees at any time.

28 **Repair and insurance**

The Trustees must insure substantial assets to their full value against fire and other usual risks They must also insure suitably in respect of public liability and employer's liability.

29 **Notices**

- 29.1 Any notice required by this constitution to be given to or by any person must be:
 - (a) in writing; or

- (b) given using electronic communications.
- 29.2 Notice may be given to a member either:
- (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- 29.3 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 29.4 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 29.5
- (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - (b) Proof that a notice contained in an electronic communication was properly addressed and sent shall be conclusive evidence that the notice was given.
 - (c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.
- 30 Rules**
- 30.1 The Trustees may from time to time make rules or bye-laws for the conduct of their business.
- 30.2 The bye-laws may regulate the following matters but are not restricted to them:
- (a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by this constitution;
 - (e) the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and require a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - (f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 30.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye- laws.
- 30.4 The Trustees must adopt such means as they think sufficient to bring the rules and bye- laws to the notice of members of the Charity.
- 30.5 The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.