



## **Friends of Lewes**

**Registered as a Charity by the Charity Commission (No. 258756)**

**Constitution adopted at the AGM on the 26<sup>th</sup> April 2023** (superseding the previous constitution dated 26<sup>th</sup> March 2020), and subsequently notified to the Charity Commission.

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## **PART 1**

### **1. Adoption of the Constitution**

The Society and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution which replaces all previous constitutions.

### **2. The Name**

The name of the Society is The Friends of Lewes – The Lewes Civic Society (and in this document it is called 'the Charity').

### **3. The Objects**

The Charity is established for the public benefit to pursue the following Objects in the area of benefit which is the area comprising the Town of Lewes and its immediate surrounding area:

(1) To promote:

- (a) high standards of planning and design in or affecting the area of benefit and ensure that new development is sensitively sited in relation to the surrounding environment.
- (b) the conservation, protection, development and improvement of features of historic or public interest, and the physical and natural environment in the area of benefit.
- (c) enhancement of the built environment in, and the social, cultural and economic well-being of, the area of benefit.
- (d) free access to the public realm in the area of benefit.

(2) To stimulate public interest in and care for the beauty, history and character of the area of benefit.

(3) To co-operate with public authorities and other bodies in fulfilling these objectives in the area of benefit.

### **4. Application of the Income and Property**

(1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.

(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.

(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:

- (a) a member who is not a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
- (b) 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 (5) of this clause, or as a member of the Charity and upon the same terms as other members;

(c) 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) No Trustee may be paid or receive any other benefit for being a Trustee except that a Trustee may:
- (a) Sell goods, services or any interest in land to the Charity;
  - (b) Receive any other financial benefit from the Charity,
- if:
- (i) The benefit is permitted by sub-clause (3) of this clause; or
  - (ii) The benefit is authorised by the Trustees in accordance with the conditions in sub-clause (6) of this clause.
- (5)(a) If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause (3) of this clause, 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.
- (b) In cases covered by sub-clause (a) of this clause, 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).
- (c) The Trustees may only authorize a transaction falling within paragraphs 5(a) of this clause if the Trustee body comprises a majority of Trustees who have not received any such benefit.
- (d) 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.
- (6) A Trustee must 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.
- (7) In this Clause 4, "Trustee" shall include any person firm or company connected with the Trustee.

## **5. Dissolution**

- (1) If the members resolve to dissolve the Charity 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.
- (2) Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- (3) The Trustees must apply any remaining property or money:
  - (a) Directly for the Objects; By transfer to any Charity or charities for purposes the same as or similar to the Charity.
  - (b) In such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.
- (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 (a)-(c) inclusive in sub-clause (3) above.

- (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).
- (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 that ended before its dissolution, they must send the Commission the Charity's final accounts.

## **6. Amendments**

- (1) The Charity may amend any provision contained in Part 1 of this Constitution provided that:
- (a) No amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
  - (b) No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of donors to the Charity;
  - (c) No amendment may be made to clause 3 without the prior written consent of the Commission;
  - (d) 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.
- (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.

## **PART 2**

## **7. Membership**

- (1) Membership of the Charity shall be open to any person interested in the town of Lewes and its setting, upon payment of a subscription as determined from time to time by the members present and voting at a general meeting.
- (2) Corporate Membership shall be open to businesses and schools upon payment of a subscription as determined from time to time by the Trustees.
- (3) Honorary Membership may be granted at the Annual General Meeting, subject to recommendation by the Trustees.
- (4)
  - (a) 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.
  - (b) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
  - (c) 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.
- (5) Membership is not transferable to anyone else.
- (6) The Trustees must keep a register of names and addresses of members in a manner compliant with current data protection legislation. The register shall be kept for a minimum period of three years.
- (7) Subscription shall be fixed from time to time by the Trustees following ratification at the previous Annual General Meeting.

## **8. Termination of Membership**

Membership is terminated if:

- (1) The member dies or, if it is an organisation, ceases to exist;
- (2) The member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- (3) Any sum due from the member to the Charity is not paid in full within three months of it falling due;

(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:

(a) 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;

(b) 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**

(1) An annual general meeting must be held during the first four months of each year.

(2) The purpose of the AGM shall be to:

(a) Receive an annual report

(b) Approve the annual accounts duly examined by an approved person

(c) Elect or re-elect officers

(d) Confirm the appointment of any new President or Vice President(s)

(e) Appoint an independent examiner of the Charity's accounts.

(f) Address any other proper business.

(3) All general meetings other than annual general meetings shall be called special general meetings.

(4) The Trustees may call a special general meeting at any time.

(5) The Trustees must call a special general meeting if requested to do so in writing by at least twenty members. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within two months 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.

## **10. Notice [of General Meetings]**

(1) The minimum period of notice required to hold any general meeting of the Charity is twenty-one calendar days from the date on which the notice is deemed to have been given.

(2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.

(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.

(4) The notice must be given to all the members and to the Trustees.

## **11. Quorum [of General Meetings]**

(1) No business shall be transacted at any general meeting unless a quorum is present.

(2) A quorum is twenty members entitled to vote upon the business to be conducted at the meeting.

(3) The authorised representative of a member organisation shall be counted in the quorum.

(4) If

(a) A quorum is not present within half an hour from the time appointed for the meeting; or

(b) During a meeting a quorum ceases to be present,

the meeting shall be adjourned to such time and place as the Trustees shall determine.

(5) The Trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.

- (6) If no quorum is present at the re-convened 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. Chair [of General Meetings]**

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (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.
- (3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- (4) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

## **13. Adjournments [of General Meetings]**

- (1) The members present at a meeting may resolve that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.
- (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.
- (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 re-convened meeting stating the date time and place of the meeting.

## **14. Votes [at General Meetings]**

Each member shall have one vote but this will be forfeited if his, her or their subscription is in arrears at the time the vote is taken. 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.

## **15. Representatives of Other Bodies**

- (1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- (2) The 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 organisation until written notice to the contrary is received by the Charity.
- (3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the 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 organisation.

## **16. Officers and Trustees**

- (1) The Charity and its property shall be managed and administered by an Executive Committee comprising the Officers and other members elected in accordance with this Constitution. The Officers and other members of the Executive Committee shall be the Trustees of the Charity and in this constitution are together called "the Trustees".
- (2) The Charity shall have:
- (a) a President and may have Vice Presidents.
- (i) They shall be elected at the Annual General Meeting to serve for five years and shall be eligible thereafter to stand for re-election for one further term of five years. These terms can be consecutive or otherwise.
- (ii) They will not be Trustees of the Charity.
- (iii) The President (but no Vice President) may at his or her discretion attend meetings of the Committee and shall be entitled to count toward the quorum and vote.

(b) The following Officers who shall be elected annually:

- (i) A Chairman
- (ii) A Vice Chairman
- (iii) An Honorary Secretary
- (iv) An Honorary Treasurer

(c) An Executive Committee comprising the four elected Officers and up to ten elected members of the Charity.

- (i) The elected committee members shall be elected at the Annual General Meeting.
- (ii) The Chairman and Vice-Chairman shall act as the Chairman and Vice-Chairman of the Executive Committee. If they are absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

(3) Trustees may serve for a maximum of eight years consecutive or otherwise. After eight years they become ineligible for further elected office, except that in the event of the failure of the Society to recruit a suitable officer successor, a retiring officer may serve for up to a further period of four years but no more.

(4) Officers shall be eligible to stand for re-election subject to receiving the votes of two-thirds of members present at the Executive Committee meeting before notice of the AGM is given to members.

(5) In addition to the ten elected members, the Executive Committee may co-opt no more than four members of the Charity for specific purposes and to fill vacancies. Any persons co-opted:

- (a) Shall be entitled to count toward the quorum and vote
- (b) Shall serve until the next AGM, at which time they shall stand down
- (c) On standing down they are eligible:
  - i) subject to there being a vacancy, to stand for election at the same AGM to the roles listed in Clause 16(2),
  - ii) if required for a specific purpose, be eligible to stand for one further year's co-option provided that they have not previously been granted a year's extension).

(6) Sub-committees may be appointed by the Trustees to undertake specific tasks.

- (a) Members of a standing sub-committee shall serve until the first Committee meeting following the next AGM.
- (b) The Chairman of each sub-committee shall be approved by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to the Executive Committee as soon as possible.
- (c) Members of the Executive Committee may be members of any sub-committee and membership of any sub-committee shall be no bar to appointment to membership of the Executive Committee.

(7) All Executive Committee members (Trustees, including officers and co-opted) must have been subject to the Society's formal succession planning and recruitment process.

(8) The number of Trustees shall be not less than three unless otherwise determined by a resolution of the Charity in general meeting)

(9) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

## **17. Appointment of Trustees**

(1) The Officers and the other Trustees of Charity shall be elected at annual general meetings.

(2) A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.

(3) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 19.

- (4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice by the Executive Committee that confirms members' willingness to stand.

## **18. Powers of Trustees**

- (1) The Trustees must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):
- (a) To raise funds. In doing so, the Trustees must not undertake any substantial trading activity and must comply with any relevant statutory regulations;
  - (b) To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
  - (c) 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, as amended by the Charities Act 2006;
  - (d) 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, as amended by the Charities Act 2006, if they intend to mortgage land;
  - (e) To co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
  - (f) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
  - (g) To acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;
  - (h) To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
  - (i) To obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
  - (j) To open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of 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;
  - (k) To do all such other lawful things as are necessary for the achievement of the Objects;
- (2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- (3) Any meeting of Trustees at which a quorum (as defined at Clause 20(7)) is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

## **19. Disqualification and Removal of Trustees**

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

- (1) Is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) Ceases to be a member of the Charity;
- (3) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (4) Resigns as a Trustee 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
- (5) Is deemed to have conducted themselves in a way that is inconsistent with their office or whose performance as a Trustee is deemed deficient and is required to vacate office by vote of the other Trustees. In these circumstances:
  - (a) the Trustee so deemed shall be entitled to appear before a meeting of the other Trustees to explain their conduct.



- (b) At least two thirds in number of the other Trustees present must vote in support of a motion to remove the individual from office.

## **20. Proceedings of Trustees**

- (1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) Any Trustee may request a meeting of the Trustees.
- (3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- (4) Questions arising at a meeting must be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- (6) A meeting of the Trustees may make no decision unless a quorum is present at the time the decision is purported to be made.
- (7) The quorum shall be five Trustees.
- (8) 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.
- (9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- (10) A vote on a resolution in writing by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.
- (11) The resolution in writing may comprise several documents containing the text of the resolution in like form.

## **21. Delegation**

- (1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.
- (2) The Trustees may impose conditions when delegating, including the conditions that:
  - (a) The relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - (b) No expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- (3) The Trustees may revoke or alter a delegation.
- (4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

## **22. Irregularities in Proceedings**

- (1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:
  - (a) Who was disqualified from holding office;
  - (b) Who had previously retired or who had been obliged by the constitution to vacate office;
  - (c) Who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;if, without:
  - (d) The vote of that Trustee; and
  - (e) That Trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

(3) No resolution or act of

- (a) The Trustees
- (b) Any committee of the Trustees
- (c) The Charity in general meeting

shall be invalidated by reason of the failure to give notice to any Trustee or member 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.

## **23. Minutes**

The Trustees must keep minutes of all:

- (1) Proceedings at meetings of the Charity which must include details of the appointments of Officers and Trustees;
- (2) Meetings of the Trustees and committees of Trustees including:
  - (a) The names of the Trustees present at the meeting;
  - (b) The decisions made at the meetings; and
  - (c) Where appropriate the reasons for the decisions.

## **24. Annual Report and Return and Accounts**

- (1) The Trustees must comply with their obligations under current Charities legislation or Commission guidance 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.
- (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.

## **25. Registered Particulars**

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

## **26. Property**

- (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 (except bank accounts) 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.
- (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.
- (3) The Trustees may remove the holding Trustees at any time.

- (4) Any payment or other instructions to the Charity's bankers must bear the signatures of any two of the Trustees. Instructions to move funds between the Charity's accounts shall require the signature of only one Trustee.

## **27. Repair and Insurance**

The Trustees must keep in repair and insure to their full value against fire and other usual risks the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

## **28. Notices**

- (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.
- (2) The Charity may give any notice 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.
- (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.
- (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.
- (5) 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.
- (6) Conclusive evidence that notice was given shall be:
- (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or,
  - (b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators.

## **29. Rules**

- (1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.
- (2) The rules and 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 procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;
  - (d) The keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
  - (e) Generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- (3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.

- (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.
- (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.