

Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees

Date of constitution (last amended):

28 May 2019

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is
Cambridgeshire Beekeepers’ Association hereinafter called CBKA.

2. National location of principal office

The principal office of the CBKA is in England.

3. CBKA shall be a member of the British Beekeepers’ Association (BBKA).

4. Objects

The object of the CBKA is to promote and further the craft of bee-keeping.

5. Powers

In furtherance of the above objective, the CBKA shall have the following powers:

1. to arrange meetings and lectures;
2. to stimulate co-operation among beekeepers;
3. to provide advice and assistance to beekeepers;
4. to assist horticulture and agriculture through beekeeping;
5. to co-operate with educational and other authorities in disseminating knowledge of bees;
6. to do all such other lawful things necessary to advance the above objects.
7. to borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed;
8. to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
9. to sell, lease or otherwise dispose of all or any part of the property belonging to the CBKA.
10. to employ and remunerate such staff as are necessary for carrying out the work of the CBKA. The CBKA may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;
11. to deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CBKA 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;

6. Application of income and property

(1) The income and property of the CBKA must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CBKA or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CBKA.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CBKA's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CBKA may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CBKA. This does not prevent a member who is not also a charity trustee receiving:

(a) benefit from the CBKA as a beneficiary of the CBKA;

(b) reasonable and proper remuneration for any goods or services supplied to the CBKA.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

7. 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 CBKA on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CBKA;

(c) be employed by, or receive any remuneration from, the CBKA;

(d) receive any other financial benefit from the CBKA;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

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

(a) A charity trustee or connected person may receive a benefit from the CBKA as a beneficiary provided that it is available generally to the beneficiaries of the CBKA

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CBKA where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

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

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

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

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CBKA on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CBKA and its charity trustees may only rely upon the authority provided by sub-clause (2) (c) of this clause if each of the following conditions is satisfied:

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

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

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

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

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

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

8. 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 CBKA or in any transaction or arrangement entered into by CBKA 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 CBKA 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.

9. Liability of members to contribute to the assets of CBKA if it is wound up

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

10. Membership of CBKA

(1) Admission of new members

(a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering the objects of CBKA, and who, by applying for membership, has indicated his or her agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

Categories of membership shall be:

Ordinary Member: person over 18 years of age who keeps bees and, as such, becomes a Registered Member of BBKA.

Partner Member: person over 18 years of age who resides at the same address as the Ordinary Member and may wish to handle bees and, as such, becomes a Partner Member of BBKA.

Associate Member: person over 18 years of age who does not keep bees and does not become a Registered Member of BBKA.

Companion Member: person who is a member of the household of an Ordinary or Associate Member.

Junior Member: person under 18 years of age who does not keep bees and does not become a Registered Member of BBKA. Persons under 18 years of age cannot be insured against third party risks by the BBKA and must only handle bees under the supervision of an Ordinary Member or Partner Member.

Honorary Life Member: person who is elected in recognition of distinguished service to CBKA.

Subscriptions for each year fall due on 1st January.

Members shall pay annual subscriptions of such amounts as may be approved by resolution of an Annual or Special General Meeting, to become operative from 1st January of the following year. Included within the annual subscription for Ordinary Members shall be fees for membership of BBKA and premiums for minimum Bee Diseases Insurance cover and for Partner Members, fees for membership of BBKA. The Trustees may adjust the overall subscription once in any year, to cover revised capitation fees levied by the BBKA and the premium set by BDI, without the need to seek approval at a General meeting.

(b) Admission procedure

The charity trustees:

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

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

(iii) 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

(iv) 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 CBKA cannot be transferred to anyone else.

(3) Duty of members

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

(4) Termination of membership

(a) Membership of CBKA 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 CBKA is not paid in full within three months of its falling due; or

the charity trustees decide that it is in the best interests of CBKA 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 CBKA 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.

11. Members' decisions

(1) General provisions

Decisions of the members of CBKA may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause.

(2) Taking ordinary decisions by vote

Any decision of the members of CBKA 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

(a) Any decision to amend this constitution must be taken in accordance with clause 29 of this constitution (Amendment of Constitution).

(b) Any decision to wind up or dissolve the CBKA must be taken in accordance with clause 30 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CBKA to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011

12. General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CBKA. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause 14.

Other general meetings of the members of the CBKA 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 CIO 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 CBKA if:

(i) they receive a request to do so from at least 10% of the members of CBKA; 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 CBKA 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 CBKA 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 CBKA 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 CBKA 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 CBKA, must give at least 14 clear days' notice of any general meeting to all of the members.

(b) If it is agreed by not less than 90% of all members of CBKA, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

(c) The notice of any general meeting must:

(i) state the time and date of the meeting;

(ii) give the address at which the meeting is to take place;

(iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

(iv) if a proposal to alter the constitution of CBKA 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 23 (Use of electronic communication), details of where the information may be found on the CBKA'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 CBKA.

(4) Chairing of general meetings

The person elected as chair by the members, shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of CBKA 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 CBKA 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.
- (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 CBKA'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 shall be taken by a simple majority of votes cast at the meeting. Each Ordinary, Partner and Associate member has one vote.
- (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.

13. Charity trustees

(1) Functions and duties of charity trustees

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

(a) to exercise his or her powers and to perform his or her functions as a trustee of CBKA in the way he or she decides in good faith would be most likely to further the purposes of CBKA; 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 CBKA 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 one may be appointed as a charity trustee:

- 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 16(1) (e).

(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.

(3) Number of charity trustees

(a) There should be not less than 3 or more than 6 elected trustees;

(b) 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.

(c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The first charity trustees of CBKA are –

Dr .Julian Schofield

Mrs Susan Wilkie

Mr Peter Connor

Dr Peter Bates

Mr Douglas Brown

Mrs Elizabeth Cox

14. Election of charity trustees and committee

(a) Elections will take place for the offices of Chair, Vice Chair, Secretary, Treasurer, Membership Secretary and Editor. All of whom will become trustees of CBKA.

(b) In addition, elections will take place each year for six committee members, including an Internal Communications Manager.

(c) At every annual general meeting of the members of CBKA, one-third of the elected charity trustees and all of the committee members shall retire from office. If the number of elected 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;

(d) 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;

15. 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 CBKA's latest trustees' annual report and statement of accounts.

16. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CBKA 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 CBKA, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(e) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

17. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to CBKA is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

18. Taking of decisions by charity trustees

Any decision may be taken either:

at a meeting of the charity trustees; or 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 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

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 CBKA at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

19. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation. Working Groups can be considered to have the powers of a committee if so agreed by the Trustees.

(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.

20. Meetings and proceedings of charity trustees

(1) Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The elected Chair will normally chair trustees meetings. In the absence of the Chair, the Vice –chair will chair the meeting. If neither Chair nor Vice-Chair is 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 four charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the chair shall have a second or casting vote.

(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.

21. Saving provisions

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

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 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 clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

22. Execution of documents

(1) CBKA shall execute documents by signature.

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

23. Use of electronic communications

CBKA will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

24. Keeping of Registers

CBKA must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

25. Minutes

The charity trustees must keep minutes of all:

(1) appointments of officers made by the charity trustees;

(2) proceedings at general meetings of CBKA;

(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.

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

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of CBKA, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of CBKA entered on the Central Register of Charities.

27. Rules

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

28. Disputes

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

29. Amendment of constitution

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

(1) This constitution can only be amended:

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

(2) Any alteration of clause 3 (Objects), clause 30 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of CBKA or persons connected with them, requires the prior written consent of the Charity Commission.

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

(4) A copy of any resolution altering the constitution, together with a copy of CBKA's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

30. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, CBKA may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve CBKA can only be made:

- (a) at a general meeting of the members of CBKA called in accordance with clause 12 (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 CBKA.

(2) Subject to the payment of all CBKA's debts:

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

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of CBKA shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of CBKA.

(3) CBKA must observe the requirements of the Dissolution Regulations in applying to the Commission for CBKA to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of CBKA;

(ii) a declaration by the charity trustees that any debts and other liabilities of CBKA have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of CBKA has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of CBKA, and to any charity trustee of CBKA who was not privy to the application.

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

31. Interpretation

In this constitution:

“connected person” means:

(a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;

(d) an institution which is controlled –

(i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

(ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

(i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

(ii) two or more persons falling within sub-clause (e) (i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

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

The “Communications Provisions” means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

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

Use of electronic communications

(2) To CBKA

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

(3) By CBKA

(a) Any member or charity trustee of CBKA, by providing CBKA with his or her email address or similar, is taken to have agreed to receive communications from CBKA in electronic form at that address, unless the member has indicated to CBKA 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 CBKA’s powers under clause 11 (Members’ decisions).

(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.

END