

CHARITABLE INCORPORATED ORGANISATION

CONSTITUTION

Of

CPRE NORTH AND EAST YORKSHIRE

Registered charity number: 1174989

Date of Constitution: 4 October 2017
Amended by Special Resolution dated 15 May 2026

1. NAME OF CHARITY AND MEANING OF WORDS

The name of the Charitable Incorporated Organisation (the "Charity") is "CPRE North and East Yorkshire".

2. NATIONAL LOCATION OF PRINCIPAL OFFICE

The principal office of the Charity is in England.

3. OBJECTS

The objects of the Charity are to promote and encourage for the benefit of the public the improvement and protection of the English countryside, in particular that of North and East Yorkshire as defined by CPRE from time to time, and its towns and villages and the better development of the rural environment.

4. POWERS

4.1. The Charity has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO's powers include power to:

- 4.1.1. support CPRE;
- 4.1.2. stimulate and educate public opinion;
- 4.1.3. to act as a centre for advice and the collection and dissemination of information upon any matters affecting the planning, improvement and protection of the countryside and landscape;
- 4.1.4. commission, create, produce, print, publish or distribute written, artistic, film, video, audio or computer material of any kind and organise promote or contribute to courses lectures exhibitions conferences and other events or programmes; and to promote or undertake study or research and disseminate the results of such research;
- 4.1.5. borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The Charity must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- 4.1.6. buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4.1.7. sell, lease or otherwise dispose of all or any part of the

- property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- 4.1.8. employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity 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;
 - 4.1.9. deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Charity to be held in the name of a nominee, in the same manner and subject to the same conditions as the charity trustees of a trust are permitted to do by the Trustee Act 2000;
 - 4.1.10. to act as trustee or manager of any property, endowment, bequest or gift;
 - 4.1.11. to act as trustee or nominee for charities in general and undertake and execute any charitable trusts which may lawfully be undertaken by the Charity and may be necessary or conducive to the Objects;
 - 4.1.12. to establish or support or aid in the establishment or support of any charitable trusts associations or institutions, or any other body, to amalgamate, affiliate or co-operate with any trust association institution or voluntary body or other body, and to exchange information and advice with them; and to establish, promote and otherwise assist any limited company or companies or other bodies for the purpose of acquiring property or of furthering in any way the Objects;
 - 4.1.13. to make grants, subscribe or guarantee money, and to give or receive guarantees or indemnities, for charitable purposes in any way connected with the purposes of the Charity or calculated to further the Objects;
 - 4.1.14. to pay out of the funds of the Charity the costs charges and expenses of and incidental to the formation of the Charity and its registration as a charity;
 - 4.1.15. to apply any part of the capital or income of the Charity on such terms as may be thought fit, in its absolute discretion;
 - 4.1.16. to purchase indemnity insurance out of the funds of the

Charity to indemnify any of the Trustees against any personal liability in respect of:

- 4.1.16.1. any breach of trust or breach of duty committed by them in their capacity as charity trustees or Trustees of the Charity;
- 4.1.16.2. any negligence, default, breach of duty or breach of trust committed by them in their capacity as directors or officers of the Charity or of any body corporate carrying on any activities on behalf of the Charity;
- 4.1.16.3. any liability to make contributions to the assets of the Charity in accordance with section 214 of the Insolvency Act 1986.

4.1.17. Subject to 4.1.19 below, any insurance in the case of 4.1.16.1, 4.1.16.2 or 4.1.16.3 must be so framed as to exclude the provision of an indemnity for a person in respect of:

- 4.1.17.1. any liability incurred by a Trustee to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
- 4.1.17.2. any liability incurred by a Trustee in defending any criminal proceedings in which he/she is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct, by him; or
- 4.1.17.3. any liability incurred by a Trustee to the Charity that arises out of any conduct which he/she knew (or must reasonably be assumed to have known) was not in the interests of the Charity or in the case of which he/she did not care whether it was in the best interests of the Charity or not.

4.1.18. Subject to 4.1.19 below, any insurance in the case of 4.1.16.1, 4.1.16.2 or 4.1.16.3 shall not extend to any liability to make such a contribution where the basis of the Trustee's liability is his/her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge)

that there was no reasonable prospect that the Charity would avoid going

into insolvent liquidation;

- 4.1.19. to purchase out of the funds of the Charity any additional indemnity insurance cover for the benefit of the Trustees that is permitted by law from time to time;
- 4.1.20. to provide or promote the provision of services, education, training, consultancy, advice, support, counselling, guidance, grants scholarships, awards or materials in kind;
- 4.1.21. to promote and advertise the Charity's activities;
- 4.1.22. to co-operate and enter into any arrangements or contracts with any governments, authorities or any person, company or association; and
- 4.1.23. subject to applicable legislation, to insure any risks arising from the Charity's activities, and to insure the Charity's officers (other than the Trustees) for and against all risks incurred in the performance of their duties as be thought fit.

5. APPLICATION OF INCOME AND PROPERTY

- 5.1. The income and property of the Charity must be applied solely towards the promotion of the Objects:
 - 5.1.1. charity trustee is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him when acting on behalf of the Charity;
 - 5.1.2. a charity trustee may benefit from charity trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 5.2. 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 member who is not also a charity trustee receiving:
 - 5.2.1. a benefit from the Charity as a beneficiary of the Charity;
 - 5.2.2. reasonable and proper remuneration for any goods or services supplied to the Charity.
- 5.3. Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. BENEFITS AND PAYMENTS TO CHARITY TRUSTEES AND CONNECTED PERSONS

6.1. General provisions

- 6.1.1. No charity trustee or connected person may:
 - 6.1.1.1. buy or receive any goods or services from the Charity on terms preferential to those applicable to members of the public;
 - 6.1.1.2. sell goods, services, or any interest in land to the Charity;
 - 6.1.1.3. be employed by, or receive any remuneration from, the Charity;
 - 6.1.1.4. receive any other financial benefit from the Charity;
 - 6.1.1.5. unless the payment or benefit is permitted by clause 6.2, or authorised by the court or the Charity Commission. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

6.2. Scope and powers permitting charity trustees' or connected persons' benefits:

- 6.2.1. a charity trustee or connected person may receive a benefit from the Charity as a beneficiary of the Charity provided that a majority of the charity trustees do not benefit in this way;
- 6.2.2. 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 Charity where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011;
- 6.2.3. subject to clause 6.3, a charity trustee or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the charity trustee or connected person;
- 6.2.4. a charity trustee or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate);
- 6.2.5. a charity trustee or connected person may receive rent for

premises let by the charity trustee or connected person to the Charity. 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;

6.2.6. a charity trustee or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

6.3. Payment for supply of goods only – controls:

6.3.1. the Charity and its charity trustees may only rely upon the authority provided by clause 6.2.3 above if each of the following conditions is satisfied:

6.3.1.1. the amount or maximum amount of the payment for the goods is set out in a written agreement between the Charity and the charity trustee or connected person supplying the goods ("the supplier");

6.3.1.2. 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;

6.3.1.3. the other charity trustees are satisfied that it is in the best interests of the Charity 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;

6.3.1.4. 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 it with regard to the supply of goods to the Charity;

6.3.1.5. 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;

- 6.3.1.6. the reason for their decision is recorded by the charity trustees in the minute book;
- 6.3.1.7. a majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- 6.3.2. In clauses 6.2 and 6.3:
 - 6.3.2.1. "the Charity" includes any company in which the Charity:
 - 6.3.2.1.1 holds more than 50% of the shares; or
 - 6.3.2.1.2 controls more than 50% of the voting rights attached to the shares; or
 - 6.3.2.1.3 has the right to appoint one or more directors to the board of the company;
 - 6.3.2.2. "connected person" includes any person within the definition set out in clause 32 (Interpretation).

7. CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

- 7.1. A charity trustee must:
 - 7.1.1. declare the nature and extent of any interest, direct or indirect, which he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared; and
 - 7.1.2. absent himself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his duty to act solely in the interests of the Charity and any personal interest (including but not limited to any financial interest).
- 7.2. Any charity trustee absenting himself from any discussions in accordance with this clause 7.2 must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. NO LIABILITY OF MEMBERS TO CONTRIBUTE TO THE ASSETS OF THE CHARITY IF IT IS WOUND UP

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

9. MEMBERSHIP OF THE CHARITY

9.1. Admission of new members

9.1.1. Eligibility

9.1.1.1. The charity trustees shall admit to membership of the Charity:

9.1.1.1.1 such members of CPRE as are resident in North and East Yorkshire except any such member of CPRE who has elected by notice in writing to the registered office of CPRE to be assigned to another Charity of CPRE; and

9.1.1.1.2 such members of CPRE who reside outside North and East Yorkshire but who have been assigned by CPRE to the Charity.

9.1.1.2. A member may be an individual, a corporate body, or an organisation which is not incorporated.

9.1.1.3. No person shall be admitted as a member of the Charity unless he is a member of CPRE.

9.1.1.4. Any person or organisation who applies for membership of CPRE and falls within 9.1.1.1.1 or 9.1.1.1.2 above, has, by applying for membership of CPRE indicated his or its agreement to become a member of the Charity and acceptance of the duty of members set out in clause 9.3.

9.2. Transfer of membership

9.2.1. Membership of the Charity cannot be transferred to anyone else.

9.3. Duty of members

9.3.1. It is the duty of each member of the Charity to exercise his

powers as a member of the Charity in the way he decides in good faith would be most likely to further the purposes of the Charity.

9.4. Termination of membership

9.4.1. A person shall forthwith cease to be a member of the Charity (provided always that at least one member remains thereafter):

9.4.1.1. if he is removed by resolution of, or by notice in writing to the Office, signed by a majority of the charity trustees of CPRE; or

9.4.1.2. if by notice in writing to the Office or CPRE he resigns his membership; or

9.4.1.3. if he ceases for any other reason to be a member of CPRE; or

9.4.1.4. if pursuant to clause 9.1.1.1.1 he has elected to be assigned to another Charity of CPRE;

9.4.2. Provided that if a member is removed under clause 9.4.1.1 he (or being a corporation or unincorporated organisation its duly authorised representative) shall have the right to require the charity trustees to procure that he shall have the right to make representations in person to a meeting of the charity trustees of CPRE.

9.5. Membership fees

9.5.1. CPRE shall determine from time to time the rates of subscription payable by each member of the Charity and the amount thereof payable by each member (1) to CPRE and (2) to the Charity. No other subscription shall be payable by any member to the Charity.

9.6. District Groups

9.6.1. In North and East Yorkshire we respond to all local and county authorities including the two national parks.

9.6.2. The charity trustees shall have power to approve the formation and continuance of district groups ("District Groups"), as well as the discontinuance of the same, pursuant to clause 18 for the promotion of the Objects in defined geographical areas.

9.6.3. The rules of District Groups and any alteration thereto shall be determined by the Charity's Charity Trustees who may require amendment thereto from time to time after

consultation with such District Groups.

9.7. Regional Groups

9.7.1. The Charity will co-operate in the operation and activity of such Regional Groups as CPRE may from time to time determine.

10. MEMBERS' DECISIONS

10.1. General provisions

10.1.1. Except for those decisions that must be taken in a particular way as indicated in clause 10.4, decisions of the members of the Charity may be taken either by vote at a general meeting as provided in clause 10.2 or by written resolution as provided in clause 10.3.

10.2. Taking ordinary decisions by vote

10.2.1. Subject to clause 10.4, any decision of the members of the Charity 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 (whether in person or by proxy).

10.3. Taking ordinary decisions by written resolution without a general meeting

10.3.1. Subject to clause 10.4, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

10.3.1.1. a copy of the proposed resolution has been sent to all the members eligible to vote; and

10.3.1.2. a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation or corporate body which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the Charity has specified.

- 10.3.2. The resolution in writing may comprise several copies to which one or more members has signified their agreement.
- 10.3.3. Eligibility to vote on the resolution is limited to members who are members of the Charity on the date when the proposal is first circulated in accordance with paragraph 10.3.1.1 above.
- 10.3.4. Not less than 10% of the members of the Charity may request the charity trustees to make a proposal for decision by the members. The charity trustees must within 21 days of receiving such a request comply with it if:
 - 10.3.4.1. the proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;
 - 10.3.4.2. the proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
 - 10.3.4.3. effect can lawfully be given to the proposal if it is so agreed.
- 10.3.5. Clauses 10.3.1 to 10.3.3 apply to a proposal made at the request of members.
- 10.4. Decisions that must be taken in a particular way
 - 10.4.1. Any decision to remove a charity trustee must be taken in accordance with clause 16.2.
 - 10.4.2. Any decision to amend this Constitution must be taken in accordance with clause 29 (Amendment of Constitution).
 - 10.4.3. Any decision to wind up or dissolve the Charity must be taken in accordance with clause 31 (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the Charity to one or more other charitable incorporated organisations must be taken in accordance with the provisions of the Charities Act 2011.

11. GENERAL MEETINGS OF MEMBERS

- 11.1. Types of general meeting
 - 11.1.1. There must be an annual general meeting (AGM) of the members of the Charity. The first AGM must be held within 18 months of the registration of the Charity, 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 charity trustees' annual report, and must elect charity trustees and Honorary Officers as required under clauses 13 and 21.

- 11.1.2. Other general meetings of the members of the Charity may be held at any time and members are entitled to attend annual general meetings or general meetings either in person, (in the case of a member organisation) by an authorised representative, by proxy or by suitable other means agreed by the charity trustees in which all participants may communicate with all other participants, including to exercise their rights to speak and vote at such meetings.
- 11.1.3. All general meetings must be held in accordance with the following provisions.
- 11.2. The business to be transacted at any general meeting shall include items brought forward by the board of charity trustees for the purpose and, provided notice in writing has been given to the Office for the purpose at least forty two days prior to the date of the meeting, any item brought forward by a District Group. This is in addition to the rights of members to propose resolutions under clause 11.3.2.
- 11.3. Calling general meetings
 - 11.3.1. The charity trustees:
 - 11.3.1.1. must call the AGM of the members of the Charity in accordance with clause 11.1, and identify it as such in the notice of the meeting; and
 - 11.3.1.2. may call any other general meeting of the members at any time.
 - 11.3.2. The charity trustees must, within 21 days, call a general meeting of the members of the Charity if:
 - 11.3.2.1. they receive a request to do so from at least 10% of the members of the Charity; and
 - 11.3.2.2. 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.
 - 11.3.3. If, at the time of any such request, there has not been any general meeting of the members of the Charity for more than 12 months, then 11.3.2.1 shall have effect as if 5% were substituted for 10%.

- 11.3.4. Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
 - 11.3.5. A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
 - 11.3.6. Any general meeting called by the charity trustees at the request of the members of the Charity must be held within 28 days from the date on which it is called.
 - 11.3.7. 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.
 - 11.3.8. 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.
 - 11.3.9. The Charity 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 Charity shall be entitled to be indemnified by the charity trustees who were responsible for such failure.
- 11.4. Notice of general meetings
- 11.4.1. The charity trustees, or, as the case may be, the relevant members of the Charity, must give at least 14 clear days' notice of any general meeting to all of the members and to the District Groups.
 - 11.4.2. If it is agreed by not less than 90% of all members of the Charity, any resolution may be proposed and passed at the meeting even though the requirements of clause 11.4.1 have not been met. This clause 11.4.2 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.
 - 11.4.3. The notice of any general meeting must:
 - 11.4.3.1. state the time and date of the meeting;
 - 11.4.3.2. give the address at which the meeting is to take place;
 - 11.4.3.3. 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;

- 11.4.3.4. if a proposal to alter the Constitution of the Charity is to be considered at the meeting, include the text of the proposed alteration; and
- 11.4.3.5. include, with the notice for the AGM, the annual statement of accounts and charity trustees' annual report, details of persons standing for election or re- election as charity trustee, or where allowed under clause 23 (Use of electronic communication), details of where the information may be found on the Charity's website.

and a general meeting may be postponed by the charity trustees after it has been called provided that any notice of postponement contains the information set out in this sub-clause in respect of the rescheduled meeting.

- 11.4.4. 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.
- 11.4.5. The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the Charity.

11.5. Chairing of general meetings

- 11.5.1. The Chairman, appointed under clause 21.1.2 shall, if present at the general meeting and willing to act, preside as chair of the meeting. In his absence, one of the Vice Chairmen shall preside as chair of the meeting, but if neither the Chairman nor any of the Vice Chairmen are present within fifteen minutes after the time appointed for holding a meeting, or is willing to preside, the Honorary Officers present shall choose one of their number to preside at that meeting.

11.6. Quorum at general meetings

- 11.6.1. No business may be transacted at any general meeting of the members of the Charity unless a quorum is present when the meeting starts.
- 11.6.2. Subject to the following provisions, the quorum for general

meetings shall be 15 persons entitled to vote on the business to be transacted whether present in person or by proxy or by suitable other means agreed by the charity trustees pursuant to clause 11.1.2. An organisation or corporate member represented by a person present at the meeting in accordance with clause 11.9 is counted as being present in person.

11.6.3. 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.

11.6.4. 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 of the meeting must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair of the meeting or be notified to the Charity's members at least seven clear days before the date on which it will resume.

11.6.5. 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.

11.6.6. If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the charity trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

11.7. Voting at general meetings

11.7.1. Any decision other than one falling within clause 10.4 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy votes). Every member has one vote.

11.7.2. 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 by the chair of the meeting.

11.7.3. 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.

11.7.4. A poll may be taken:

11.7.4.1. at the meeting at which it was demanded; or

11.7.4.2. at some other time and place specified by the chair of the meeting; or

11.7.4.3. through the use of postal or electronic communications.

11.7.5. 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.

11.7.6. 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.

11.7.7. No person other than a member duly registered who has paid all moneys then due to CPRE, or such member being a corporation or organisation, its duly authorised representative, shall be entitled to vote on any question at any general meeting.

11.8. Proxy voting

11.8.1. Any member of the Charity may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the Charity. Proxies must be appointed by a notice in writing (a "proxy notice") which:

11.8.1.1. states the name and address of the member appointing the proxy;

11.8.1.2. identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

11.8.1.3. is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Charity may determine; and

11.8.1.4. is delivered to the Charity in accordance with the Constitution and any instructions contained in the notice of the general meeting to which they

relate.

- 11.8.2. The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
 - 11.8.3. Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
 - 11.8.4. Unless a proxy notice indicates otherwise, it must be treated as:
 - 11.8.4.1. allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 11.8.4.2. appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
 - 11.8.5. A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that member.
 - 11.8.6. An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
 - 11.8.7. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
 - 11.8.8. If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.
- 11.9. Representation of organisations and corporate members
- 11.9.1. An organisation or a corporate body that is a member of the Charity may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the Charity.
 - 11.9.2. The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an

individual member of the Charity.

11.10. Adjournment of meetings

- 11.10.1. The chair of a general meeting may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. CHARITY TRUSTEES

12.1. Functions and duties of charity trustees

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

12.1.1.1. to exercise his powers and to perform his functions as a charity trustee of the Charity in the way he decides in good faith would be most likely to further the purposes of the Charity; and

12.1.1.2. to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

12.1.1.2.1 any special knowledge or experience that he has or holds himself out as having; and

12.1.1.2.2 if he acts as a charity trustee of the Charity 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.

12.2. Eligibility for charity trusteeship

12.2.1. Every charity trustee must be a natural person.

12.2.2. No one may be appointed as a charity trustee:

- 12.2.2.1. if he is under the age of 16 years;
 - 12.2.2.2. if he would automatically cease to hold office under the provisions of clauses 16.1.3, 16.1.7, or 16.1.9; or
 - 12.2.2.3. unless he is at the time of his election, appointment or co-option, a member of the Charity.
- 12.2.3. No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he has expressly acknowledged, in whatever way the charity trustees decide, his acceptance of the office of charity trustee.
- 12.2.4. At least one of the charity trustees of the Charity must be 18 years of age or over. If there is no charity trustee aged at least 18 years, the remaining charity trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- 12.3. Members of the board of charity trustees
- 12.3.1. The first members of the board of charity trustees shall be:
 - Mrs JMW Marley
 - Ms CA Gregory
 - Mr D Murgatroyd
 - Mr S White
 - Mr R Healey
 - Miss G Simmons
 - Mr R Lynn
 - 12.3.2. Thereafter the board of charity trustees shall consist of members of the Charity elected or appointed from time to time as provided subsequently in the Constitution, and the following Honorary Officers (appointed in accordance with clause 21 ex officio and who must also be members of the Charity):
 - 12.3.2.1. the Chairman;
 - 12.3.2.2. up to two Vice Chairmen; and
 - 12.3.2.3. the Honorary Treasurer.
- 12.4. Number of charity trustees
- 12.4.1. There must be at least three charity trustees (such figure to include the Honorary Trustees). If the number falls below this minimum, the remaining charity trustee(s) may act only to call

a meeting of the charity trustees, or to appoint a new charity trustee.

- 12.4.2. The maximum number of charity trustees is ten. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

13. APPOINTMENT AND RETIREMENT OF CHARITY TRUSTEES

- 13.1. At each AGM all of the charity trustees shall retire from office. All those retiring shall if willing to act be eligible for re-election, except that (subject to clause 13.2) a charity trustee who has served on the board of charity trustees (or on the board of trustees of the Previous Charity and subsequently on the board of charity trustees of the Charity) in any capacity continuously for six years, shall not be eligible to serve again until the conclusion of the next following AGM. Service for part of a year (to fill a casual vacancy or by co-option) shall be deemed to be service for a full year for these purposes.
- 13.2. At each AGM a charity trustee who has served six consecutive years may be re-elected to serve until the next AGM upon the recommendation of the board of charity trustees in circumstances which the board considers to be exceptional where the re-election of the charity trustee would in the view of the board serve the best interests of the Charity, provided that that no trustee can serve more than nine consecutive years of office, meaning that the board cannot continue to recommend re-appointment of a trustee on more than three consecutive occasions in total under this sub-clause.
- 13.3. Honorary Officers shall be elected or re-elected pursuant only to clause 21.
- 13.4. If the Charity at the meeting at which a charity trustee retires, does not fill the vacancy the retiring charity trustee shall, if eligible and willing to act, be deemed to have been re-elected at the absolute discretion of the Chair, unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-election of the charity trustee is put to the meeting and lost.
- 13.5. No person other than a charity trustee retiring at the meeting shall be elected or re-elected as a charity trustee at any general meeting unless not less than twenty eight clear days before the date appointed for the meeting, notice executed by a member (other than the person being proposed) or by a District Group has been given to the Office of the intention to propose that person for election stating the particulars which would, if he were so elected, be required to be registered with the Charity Commission together with a notice executed by that person of his willingness to be appointed Provided that not more than five persons may be elected at any general meeting under this clause 13.4.. The provisions of this clause

13.4 shall not apply to the appointment of Honorary Officers.

- 13.6. Not less than fourteen clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a charity trustee retiring at the meeting) in respect of whom notice has been duly given to the Office of the intention to propose him at the meeting for election as a charity trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be given to the Charity Commission.
- 13.7. The board of charity trustees may appoint two of its members to represent the Branch at general meetings of CPRE, one of whom shall be a "Voting Member" of CPRE and shall be entitled to vote at general meetings of CPRE.

14. FILLING A VACANCY AND CO-OPTION

- 14.1. The board of charity trustees may appoint a person who is willing to act to be a charity trustee to fill a vacancy Provided that persons nominated do not exceed five on the board of charity trustees at any time. The provisions of this clause 14.1 shall not apply to the appointment of Honorary Officers.
- 14.2. The board of charity trustees may co-opt up to three additional members of the board of charity trustees to hold office only until the next following AGM Provided that the number of such co-opted members shall not exceed one third of the total membership of the board of charity trustees immediately following the co-option.

15. INFORMATION FOR NEW CHARITY TRUSTEES

- 15.1. The charity trustees will make available to each new charity trustee, on or before his first appointment:
- 15.1.1. a copy of this Constitution and any amendments made to it;
and
 - 15.1.2. a copy of the Charity's latest charity trustees' annual report and statement of accounts.
 - 15.1.3. A copy of the Trustee 'Welcome Pack'

16. RETIREMENT AND REMOVAL OF CHARITY TRUSTEES

- 16.1. A charity trustee (including any Honorary Officers), ceases to hold office if he:
- 16.1.1. retires by notifying the Charity 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);

- 16.1.2. is absent without the permission of the charity trustees from all their meetings held within a period of six months without the consent of a majority of the other trustees and the charity trustees resolve that his office be vacated;
 - 16.1.3. he ceases for any reason to be a member of the Charity;
 - 16.1.4. is convicted of any criminal offence, other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Charity, and is asked by a majority of the other charity trustees to resign;
 - 16.1.5. dies;
 - 16.1.6. is removed from office by a resolution passed at a meeting of charity trustees (on the grounds that the charity trustees consider it is in the best interests of the Charity for the charity trustee to be removed) where at least 50% of all other charity trustees are present and at least 75% of those charity trustees vote in favour provided that if a charity trustee is to be removed under this clause he or she shall be given at least 14 days clear notice of the holding of the vote specifying the circumstances alleged to justify removal from office and given a reasonable opportunity of making oral and/or written representations to the other charity trustees before a vote takes place;
 - 16.1.7. the written opinion, given to the Charity of a registered medical practitioner treating that person has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months;
 - 16.1.8. is removed by the members of the Charity in accordance with clause 16.2; or
 - 16.1.9. 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).
- 16.2. A charity trustee shall be removed from office if a resolution to remove that charity trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11.3.2, and the resolution is passed by a majority of votes cast at the meeting. A resolution to remove a charity trustee in accordance with this clause 16.2 shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written

representations to the members of the Charity.

17. TAKING OF DECISIONS BY CHARITY TRUSTEES

- 17.1. Any decision may be taken either:
- 17.1.1. at a meeting of the charity trustees; or
 - 17.1.2. by resolution in writing or electronic form agreed by 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 each of which one or more charity trustees has signified their agreement.

18. DELEGATION BY CHARITY TRUSTEES

- 18.1. 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.
- 18.2. 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:
- 18.2.1. a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - 18.2.2. 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
 - 18.2.3. the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. MEETINGS AND PROCEEDINGS OF CHARITY TRUSTEES

- 19.1. Calling meetings
- 19.1.1. The Chairman appointed under clause 21.1.2 or any two charity trustees may call a meeting of the charity trustees.
 - 19.1.2. Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.
- 19.2. Chairing of meetings
- 19.2.1. The Chairman, appointed in accordance with clause 21.1.2,

shall chair the charity trustees' meetings. If the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

19.3. Procedure at meetings

19.3.1. No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is 3 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 is not entitled to vote.

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

19.3.3. In the case of an equality of votes, the chair of the meeting shall have a second or casting vote.

19.4. 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.

19.5. 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.

19.6. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20. SAVING PROVISIONS

20.1. Subject to clause 20.2, 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:

20.1.1. who was disqualified from holding office;

20.1.2. who had previously retired or who had been obliged by the Constitution to vacate office;

20.1.3. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

20.1.4. 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.

- 20.2. Clause 20.1 does not permit a charity trustee to keep any benefit that may be conferred upon him by a resolution of the charity trustees or of a committee of charity trustees if, but for clause 20.1, the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. HONORARY OFFICERS

21.1. Election of Honorary Officers

- 21.1.1. Only members of the Charity shall be eligible to serve as Honorary Officers.
- 21.1.2. At the AGM of the Charity the Charity shall elect a Chairman, up to two Vice-Chairmen, and an Honorary Treasurer, and may elect a President and one or more Vice Presidents provided that the total number of Honorary Officers, other than the President and any Vice-President or Vice-Presidents, shall not exceed six in number.
- 21.1.3. All Honorary Officers shall be elected annually by the AGM of the Charity and shall hold office until the conclusion of the next following AGM of the Charity. The President, the Vice Presidents, the Chairman, Vice Chairmen and the Honorary Treasurer shall be eligible for re-election provided that the years of consecutive service for which any Honorary Officer other than a Vice President shall have served on the board of charity trustees (or on the executive committee of the Previous Charity and subsequently on the board of charity trustees of the Charity in any capacity, and whether or not such years have been actually served in full) shall not exceed six years, unless an Honorary Officer is re-elected to serve one or more successive terms of office as a charity trustee pursuant to clause 13.1, in which case the maximum consecutive service any such Honorary Officer may serve shall be nine years.
- 21.1.4. Nominations to the general meeting of the Charity for election as Honorary Officers shall be made by the board of charity trustees and notice shall be given in accordance with clause 13.5.

21.2. Maximum Term of Office of Chairman

- 21.2.1. NOT USED.

21.3. Filling Casual Vacancies of Honorary Officers

- 21.3.1. The board of charity trustees shall have the power to fill casual vacancies of Honorary Officers, other than that of President, until the next AGM of the Charity. Service to fill a casual vacancy shall be deemed to be service for a full year for the purpose of calculating consecutive years of service.
- 21.4. Ex-officio status of Honorary Officers
 - 21.4.1. The Chairman, Vice-Chairmen and Honorary Treasurer shall be ex-officio members of the board of charity trustees and every other committee of the Charity, except the District Groups. The President and any Vice-Presidents shall not be ex officio members of the board of charity trustees or any other committee.

22. EXECUTION OF DOCUMENTS

- 22.1. The Charity shall execute documents either by signature or by affixing its seal (if it has one).
- 22.2. A document is validly executed by signature if it is signed by at least two of the charity trustees.
- 22.3. If the Charity has a seal:
 - 22.3.1. it must comply with the provisions of the General Regulations; and
 - 22.3.2. it must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

23. USE OF ELECTRONIC COMMUNICATIONS

- 23.1. General
 - 23.1.1. The Charity will comply with the requirements of the Communications Provisions in the General Regulations and in particular:
 - 23.1.1.1. 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;

- 23.1.1.2. any requirements to provide information to the Charity Commission in a particular form or manner.
- 23.2. Use of electronic communications
 - 23.2.1. To the Charity
 - 23.2.1.1. Any member or charity trustee of the Charity may communicate electronically with the Charity to an address specified by the Charity for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the Charity.
 - 23.2.2. By the Charity
 - 23.2.2.1. Any member or charity trustee of the Charity, by providing the Charity with his email address or similar, is taken to have agreed to receive communications from the Charity in electronic form at that address, unless the member has indicated to the Charity his unwillingness to receive such communications in that form.
 - 23.2.2.2. The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
 - 23.2.2.2.1 provide the members with the notice referred to in clause 11.4 (Notice of general meetings);
 - 23.2.2.2.2 give charity trustees notice of their meetings in accordance with clause 19.1 (Calling meetings); and
 - 23.2.2.2.3 and submit any proposal to the members or charity trustees for decision by written resolution in accordance with the Charity's powers under clause 10 (Members' decisions), 10.3 (Decisions taken by resolution in writing).
 - 23.2.2.3. Charity trustees must:
 - 23.2.2.3.1 take reasonable steps to ensure

- that members and charity trustees are promptly notified of the publication of any such notice or proposal;
- 23.2.2.3.2 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.

24. KEEPING OF REGISTERS

The Charity 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

25.1. The charity trustees must keep minutes of all:

- 25.1.1. appointments of officers made by the charity trustees;
- 25.1.2. proceedings at general meetings of the Charity;
- 25.1.3. meetings of the charity trustees and committees of charity trustees including:
 - 25.1.3.1. the names of the trustees present at the meeting;
 - 25.1.3.2. the decisions made at the meetings; and
 - 25.1.3.3. where appropriate the reasons for the decisions;
- 25.1.4. decisions made by the charity trustees otherwise than in meetings.

26. ACCOUNTING RECORDS, ACCOUNTS, ANNUAL REPORTS AND RETURNS, REGISTER MAINTENANCE

- 26.1. The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the Charity, within 10 months of the financial year end.
- 26.2. The charity trustees must comply with their obligation to inform the Charity Commission within 28 days of any change in the particulars of the Charity 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 the Charity, but such rules or bye laws must not be inconsistent with any provision of this Constitution or in the Articles or standing orders, rules or bye laws of CPRE. Copies of any such rules or bye laws currently in force must be made available to any member of the Charity on request.

28. DISPUTES

If a dispute arises between members of the Charity 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:

29.1. No alterations shall be made to the Constitution unless:

29.1.1. required by CPRE and passed:

29.1.1.1. by a resolution agreed in writing by all members of the Charity in accordance with clause 10.3; or

29.1.1.2. by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Charity; or

29.1.2. approved by CPRE and (2) proposed by the board of trustees (a simple majority of whom at a duly convened trustees meeting having decided to propose such a resolution to the members) and (3) passed:

29.1.2.1. by resolution agreed in writing by all members of the Charity in accordance with clause 10.3; or

29.1.2.2. by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Charity.

29.2. Any alteration of clause 3 (Objects), clause 31 (Voluntary winding up or dissolution), this clause 29.2, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the

Charity or persons connected with them, requires the prior written consent of the Charity Commission.

- 29.3. No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- 29.4. A copy of any resolution altering the Constitution, together with a copy of the Charity's Constitution as amended, must be sent to the Charity 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. INDEMNITY OF CHARITY TRUSTEES

- 30.1. To the extent permitted by law from time to time, but without prejudice to any indemnity to which a member of the board of charity trustees or other officer may otherwise be entitled the Charity may indemnify every charity trustee or other officer out of the assets of the Charity against all costs and liabilities incurred by him which relate to anything done or omitted or alleged to have been done or omitted by him as a charity trustee or other officer save that no charity trustee may be entitled to be indemnified:
- 30.1.1. for any liability incurred by him to the Charity or any associated company of the Charity;
 - 30.1.2. for any fine imposed in criminal proceedings;
 - 30.1.3. for any sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature howsoever arising;
 - 30.1.4. for any liability which he has incurred in defending any criminal proceedings in which he is convicted and such conviction has become final; and
 - 30.1.5. for any liability which he has incurred in defending any civil proceedings brought by the Charity or an associated company in which a final judgment has been given against him.
- 30.2. To the extent permitted by law from time to time, but without prejudice to any indemnity to which the charity trustees or other officer may otherwise be entitled, the Charity may provide funds to every charity trustee or other officer to meet expenditure incurred or to be incurred by him in any proceedings (whether civil or criminal) brought by any party which relate to anything done or omitted or alleged to have been done or omitted by him as a charity trustee or officer, provided that he will be obliged to repay such amounts no later than:
- 30.2.1. in the event he is convicted in proceedings, the date when the

- conviction becomes final; or
- 30.2.2. in the event of judgment being given against him in proceedings, the date when the judgment becomes final.

31. VOLUNTARY WINDING UP OR DISSOLUTION

- 31.1. As provided by the Dissolution Regulations, the Charity may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Charity can only be made:
 - 31.1.1. at a general meeting of the members of the Charity called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - 31.1.1.1. by a resolution passed by a 75% majority of those voting; or
 - 31.1.1.2. 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;
 - 31.1.2. by a resolution agreed in writing by all members of the Charity in accordance with clause 10.3.
- 31.2. If upon the winding up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to CPRE or its successor body. In the event that CPRE and any successor body have been wound up or dissolved then such property shall be transferred to such other charity or charities which prohibit(s) the distribution of its or their income and property to an extent at least as great as is imposed upon the Charity by clause 5.1 and having objects identical with or similar to the Objects, as the members of the Charity shall resolve at or before the time of dissolution and if that cannot be done to some other charitable object or objects.
- 31.3. The Charity must observe the requirements of the Dissolution Regulations in applying to the Charity Commission for the Charity to be removed from the Register of Charities, and in particular:
 - 31.3.1. the charity trustees must send with their application to the Charity Commission:
 - 31.3.1.1. a copy of the resolution passed by the members of the Charity;
 - 31.3.1.2. a declaration by the charity trustees that any

- debts and other liabilities of the Charity have been settled or otherwise provided for in full; and
- 31.3.1.3. a statement by the charity trustees setting out the way in which any property of the Charity has been or is to be applied prior to its dissolution in accordance with this Constitution;
- 31.3.2. the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the Charity, and to any charity trustee of the Charity who was not privy to the application.
- 31.4. If the Charity is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

32. INTERPRETATION

- 32.1. In this Constitution:
- 32.1.1. "Charity" means the charitable incorporated organisation named in clause 1.1;
- 32.1.2. "charity trustee" or "trustee" means a charity trustee of the Charity, and board of trustees means the board of charity trustees of the Charity;
- 32.1.3. "clear days", in relation to a period of notice, means the period excluding the day on which the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
- 32.1.4. The "Communications Provisions" means the Communications Provisions in Part 9 of the General Regulations;
- 32.1.5. "connected person" means:
- 32.1.5.1. a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- 32.1.5.2. the spouse or civil partner of the charity trustee or of any person falling within clause 31.1.5(a) above;
- 32.1.5.3. a person carrying on business in partnership with the charity trustee or with any person falling within clause 32.1.5.1 or 32.1.5.2 above;
- 32.1.5.4. an institution which is controlled:
- 32.1.5.4.1 by the charity trustee or any

- purposes of interpreting the terms used in this Constitution;
- 32.1.16. References to he, him or his shall include the feminine equivalent;
- 32.1.17. References to persons shall include corporations and organisations unless the context requires otherwise.