

THE FRIENDS OF BUSHY AND HOME PARKS

CONSTITUTION

Adopted 27 May 2010, amended 2 March 2018, 28 May 2021 & 21 March 2025

PART 1

1. ADOPTION OF THE CONSTITUTION

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. THE NAME

The association's name is The Friends of Bushy and Home Parks (and in this document it is called the "Charity").

3. THE OBJECTS

The Charity's objects (the "Objects") are for the benefit of the general public, to provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the objects of improving the conditions of life of the public in particular by the preservation, promotion, support, assistance and improvement of Bushy Park and Home Park.

In furtherance of the above objects, but not further or otherwise, the Charity shall have the following powers:

- a) To promote public enjoyment and knowledge of Bushy and Home Parks and the parkland environment and the needs for conservation and protection.
- b) To protect and promote free access to the Parks and their gardens by the public, at all appropriate times daily, subject only to restrictions for conservation purposes.
- c) To support and promote, by raising of funds and other practical means, projects to maintain or restore the fabric and natural and historic features of both Parks.
- d) To represent the views of Parks' users, and promote liaison with those responsible for the management, administration and financing of the Parks.
- e) To advocate and campaign to influence changes in the law or public policy in furtherance of the objectives.

4. APPLICATION OF THE INCOME AND PROPERTY

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

4.2 A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by them when acting on behalf of the Charity.

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

- a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
- b) a Trustee from:
 - (i) buying goods or services from the Charity upon the same terms as other members or members of the public;
 - (ii) receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of clause 4.6, or as a member of the Charity and upon the same terms as other members;
- c) the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Charity but excluding:

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

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

4.5 A Trustee may:

- a) sell goods, services or any interest in land to the Charity
- b) be employed by or receive any remuneration from the Charity
- c) receive any other financial benefit from the Charity,
 - if: (i) they are not prevented from so doing by clause 4.4; and
 - (ii) the benefit is permitted by clause 4.3; or
 - (iii) the benefit is authorized by the Trustees in accordance with the conditions in clause 4.6.

4.6 a) If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under clause 4.3, they must:

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

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

c) The Trustees may only authorize a transaction falling within clauses 4.5(a-c) if the Trustee body comprises a majority of Trustees who have not received any such benefit.

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

4.7 A Trustee must absent themselves from any discussions of the Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.

4.8 In this clause 4, "Trustee" shall include any person, firm or company connected with the Trustee.

5. DISSOLUTION

5.1 If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause 5.

5.2 The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

5.3 The Trustees must apply any remaining property or money:

- a) directly for the Objects
- b) by transfer to any Charity or charities for purposes the same as or similar to those of the Charity

or

- c) in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.

- 5.4 The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with clause 5.3(a-c) inclusive.
- 5.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- 5.6 The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.

6. AMENDMENTS

- 6.1 The Charity may amend any provision contained in Part 1 of this Constitution provided that:
- a) no amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
 - b) no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - c) no amendment may be made to clause 4 without the prior written consent of the Commission;
 - d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 6.2 Any provision contained in Part 2 of this constitution may be amended provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 6.3 A copy of any resolution amending this constitution shall be sent to the Commission within 21 days of it being passed.

PART 2

7. MEMBERSHIP

- 7.1 Membership is open to individuals, members of one household or organisations who are approved by the Trustees. A member under 18 may not vote (Clause 14) but may appoint an adult representative to vote on their behalf.
- 7.2 a) The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- b) The Trustees must inform the applicant in writing of the reasons for the refusal within 21 days of the decision.
- c) The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- 7.3 Membership is not transferable to anyone else.
- 7.4 The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.
- 7.5 Commencing 1 April 2021 new Members shall pay the annual subscription due on joining the Charity and on the anniversary of that date in each following year. Subscription rates for the different classes of members shall be proposed and approved at the AGM held in the calendar year before the due date.

8. TERMINATION OF MEMBERSHIP

Membership is terminated if:

- 8.1 the member dies or, if it is an organisation, ceases to exist;
- 8.2 the member resigns by written notice to the Charity, unless, after the resignation, there would be fewer than two members;
- 8.3 any sum due from the member to the Charity is not paid in full within six months of it falling due;
- 8.4 the member is removed from membership by a resolution of the Trustees that it is in the best interests

of the Charity that their membership is terminated. A resolution to remove a member from membership may only be passed if:

- a) the member has been given at least 21 days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
- b) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9. GENERAL MEETINGS

9.1 The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

9.2 An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

9.3 All general meetings other than annual general meetings shall be called special general meetings.

9.4 The Trustees may call a special general meeting at any time.

9.5 The Trustees must call a special general meeting if requested to do so in writing by at least twenty-five members or one-tenth of the membership whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

10. NOTICE

10.1 The minimum period of notice required to hold any general meeting of the Charity is twenty-eight days clear from the date on which the notice is deemed to have been given.

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

10.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.

10.4 The notice must be given to all members and to the Trustees.

11. QUORUM

11.1 No business shall be transacted at any general meeting unless there is a quorum.

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

11.3 The authorised representative of a member organization shall be counted in the quorum.

11.4 If:

- a) a quorum is not present within half an hour from the time appointed for the meeting, or
- b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.

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

11.6 If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

12. CHAIR

12.1 General meetings shall be chaired by the person who has been elected as Chair.

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

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

12.4 If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

13. ADJOURNMENTS

- 13.1 The members present at a meeting may resolve that the meeting shall be adjourned.
- 13.2 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be re-convened unless those details are specified in the resolution.
- 13.3 No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 13.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date, time and place of the meeting.

14. VOTES

- 14.1 Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote they may have.
- 14.2 A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.
- 14.3 A member may, on notice to the Chair, or Secretary, in writing and not less than 24 hours before the meeting, send a proxy who must also be a member and entitled to vote in their own right.

15. REPRESENTATIVES OF OTHER BODIES

- 15.1 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- 15.2 The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity,
- 15.3 Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that their authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

16. OFFICERS AND TRUSTEES

- 16.1 The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution. The Officers and other members of the committee shall be the Trustees of the Charity and in this constitution are together called "the Trustees".
- 16.2 The Charity shall have the following Officers:
 - (i) A Chair
 - (ii) A Vice-Chair
 - (iii) A Secretary
 - (iv) A Treasurer
- 16.3 A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.
- 16.4 No-one may be appointed a Trustee if they would be disqualified from acting under the provisions of Clause 19.
- 16.5 The number of Trustees shall be not less than seven but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
- 16.6 The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.
- 16.7 A Trustee may not appoint anyone to act on their behalf at meetings of the Trustees.

17. THE APPOINTMENT OF TRUSTEES

- 17.1 The Charity in general meeting shall elect the Officers and the other Trustees.
- 17.2 The Trustees may appoint any person who is willing to act as a Trustee. Subject to clause 17.6(b), they may also appoint Trustees to act as Officers. Such appointments, whether as Trustees or Officers, shall be voted on at the next general meeting.
- 17.3 Trustees and Officers shall serve for a term of three years from the date of their election. At the end of their three-year term trustees shall retire but remain eligible to be elected as a trustee.
- 17.4 Clause 17.3 shall come into effect immediately after the general meeting at which it is approved. In order to ensure the effective introduction of Clause 17.3 the Transitional Arrangements detailed in Appendix A shall also come into effect. These Transitional Arrangements shall cease to be applied when all trustees have been elected for a three-year term or when a general meeting votes to suspend or amend them.
- 17.5 Where there is any conflict between the Transitional Arrangements and any other term of this Constitution – the Constitution shall have precedence.
- 17.6 No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:
- a) is signed by a member entitled to vote at the meeting;
 - b) states the member's intention to propose the appointment of a person as a Trustee or Officer;
 - c) is signed by the person who is to be proposed to show their willingness to be appointed.
- 17.7 The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.
- 17.8 The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.
- 17.9 Nominations for Trustees and Officers must be supported by two members of the Charity, one of whom may be the formal proposer in clause 17.6.

18. POWERS OF THE TRUSTEES

18.1 The Trustees must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):

- a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 117-122 of the Charities Act 2011;
- d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 124-126 of the Charities Act 2011, if they intend to mortgage land;
- e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;
- h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- j) to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
- k) to open and operate such bank and other accounts as the Trustees consider necessary and to invest

funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;

l) to do all such other lawful things as are necessary for the achievement of the Objects.

18.2 No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

18.3 Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

19. DISQUALIFICATION AND REMOVAL OF TRUSTEES

A Trustee shall cease to hold office if they:

19.1 are disqualified as a Trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

19.2 cease to be a member of the Charity

19.3 becomes incapable by reason of a mental disorder, illness or injury of managing and administering their own affairs

19.4 resign as a Trustee by notice to the Charity (but only if at least seven Trustees will remain in office when the notice of resignation is to take effect), or

19.5 are absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that their office be vacated.

20. PROCEEDINGS OF TRUSTEES

20.1 The Trustees may regulate their proceedings as they think fit subject to the provisions of this constitution.

20.2 Any Trustee may call a meeting of the Trustees.

20.3 The secretary must call a meeting of the Trustees if requested to do so by a Trustee.

20.4 Questions arising at a meeting must be decided by a majority of votes.

20.5 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

20.6 No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.

20.7 The quorum shall be five or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees, of which two shall be officers,

20.8 A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.

20.9 If the number of Trustees is less than the number fixed as the quorum the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.

20.10 The person elected as Chair shall chair meetings of the Trustees.

20.11 If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice-Chair will preside or failing that the Trustees present may appoint one of their number to chair that meeting.

20.12 The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to them in writing by the Trustees.

20.13 A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) committee of Trustees duly convened and held.

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

21. DELEGATION

21.1 The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the meeting minutes or other formal document.

21.2 The Trustees may impose conditions when delegating, including the conditions that:

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

21.3 The Trustees may revoke or alter a delegation.

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

22. IRREGULARITIES IN PROCEEDINGS

22.1 Subject to clause 22.2, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- a) who was disqualified from holding office;
- b) who had previously retired or who had been obliged by the constitution to vacate office;
- c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without:

- (i) the vote of that Trustee and
- (ii) that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

22.2 Clause 22.1 does not permit a Trustee to keep any benefit that may be conferred upon them by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

22.3 No resolution or act of

- a) the Trustees;
- b) any committee of the Trustees, or
- c) the Charity in general meeting

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

23. MINUTES

The Trustees must keep minutes of all:

- a) appointments of Officers and Trustees made by the Trustees;
- b) proceedings at meetings of the Charity;
- c) meetings of the Trustees and committees of Trustees including:
 - (i) the names of the Trustees present at the meeting,
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions.

24. ANNUAL REPORT AND ACCOUNTS

24.1 The Trustees must comply with their obligations under the Charities Act 2011 with regard to:

- a) the keeping of accounting records for the Charity
- b) the preparation of annual statements of account for the Charity
- c) the transmission of the statements of account to the Charity
- d) the preparation of an Annual Report and its transmission to the Commission
- e) the preparation of an Annual Return and its transmission to the Commission.

24.2 Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

25. REGISTERED PARTICULARS

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

26. PROPERTY

26.1 The Trustees must ensure the title to:

- a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities and
 - b) all investments held by or on behalf of the Charity,
- is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.

26.2 The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.

26.3 The Trustees may remove the holding Trustees at any time.

27. REPAIR AND INSURANCE

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

28. NOTICES

28.1 Any notice required by this constitution to be given to or by any person must be:

- a) in writing; or
- b) given using electronic communications.

28.2 The Charity may give any notice to a member either:

- a) personally or
- b) by sending it by post in a prepaid envelope addressed to the member at their address; or
- c) by leaving it at the address of the member; or
- d) by giving it using electronic communications to the member's address.

28.3 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

28.4 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

28.5

- a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

29. RULES

29.1 The Trustees may from time to time make rules or bye-laws for the conduct of their business.

29.2 The bye-laws may regulate the following matters but are not restricted to them:

- a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members
- b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers

- c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes
- d) the procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this constitution
- e) the keeping and authenticating of records (If regulations made under this clause permit records of the Charity to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated)
- f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

29.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.

29.4 The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.

29.5 The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with or shall affect or repeal anything contained in this constitution.

Appendix A

Transitional Arrangements for the Election of Trustees and Officers as referenced in Sections 17.4 and 17.5

- 1) The purpose of these arrangements is to organise the election of trustees and officers in such a manner that trustees and officers are not all elected in one year but that elections become spread over several years.
- 2) At the Annual General Meeting (AGM) at which these arrangements are approved (AGM 1) all trustees and officers shall be elected in the normal manner for one year.
- 3) At the following AGM (AGM 2) of those trustees standing for re-election one third shall be elected for one year; one third for two years and one third for three years. For the purposes of this clause only Trustees shall be ranked in order of total time served as Trustees. Those with the longest time served shall be elected for one year, those with less time for two years and those with the shortest shall be elected for three years.
- 4) Any Trustees elected for the first time at AGM 2 and trustees elected at subsequent AGMs shall automatically serve for a period of three years.
- 5) At AGM 2 where a trustee is elected as an officer they shall be elected for the same term as for their trustee role.
- 6) Nothing in these Transitional Arrangements shall affect the provisions of Clause 19 above
- 7) These Transitional Arrangements may be amended by the Trustees from time to time as required to ensure the efficient operation of the Charity.

Adopted at the Special General Meeting held 27 May 2010 and amended by a resolution adopted at the annual general meeting on 21 March 2025.

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