

This is to confirm that

FORDER COMMUNITY AND CONSERVATION ASSOCIATION (FCCA)

was entered on the Register of Charities on

13 September 2018

Registered charity number:

1179921

**Rt Hon Baroness Stowell of Beeston MBE
Chair**

**Dr Helen Stephenson CBE
Chief Executive Officer**

This certificate confirms that a charity has been entered on to the Register of Charities. You can check a charity's current registration status by visiting the Register of Charities at www.gov.uk/charity-commission

**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Constitution of Forder Community and Conservation Association (FCCA).

Date of constitution (last amended): 10 May

2002 1. Name

The name of the Charitable Incorporated Organisation is Forder Community and Conservation Association (FCCA).

2. National location of principal office

The principal office of the FCCA is in England.

3. Objects

The objects of the FCCA are:

- a) the provision of facilities for recreation and leisure in the interests of improving social welfare and environment for FCCA members, the inhabitants of Forder and of the surrounding areas.
- b) the preservation and protection of the natural environment and endangered species (plants and animals) for the public benefit; and
- c) to promote such other charitable purposes as may be from time to time be determined
- d) to establish, or secure the management of, a Village Hall (hereinafter called "the Village Hall") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

FCCA shall be non-party in politics and non-sectarian in religion. 4. Powers

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

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The FCCA must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land.
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease, or otherwise dispose of all or any part of the property belonging to the FCCA. In exercising this power, the FCCA must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

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- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease, or otherwise dispose of all or any part of the property belonging to the FCCA. In exercising this power, the FCCA must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.

- (4) employ and remunerate such staff as are necessary for carrying out the work of the FCCA. The FCCA 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;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the FCCA to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

5. Application of income and property

- (1) The income and property of the FCCA must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the FCCA or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the FCCA.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the FCCA's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the FCCA may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the FCCA. This does not prevent a member who is not also a charity trustee receiving:
 - (a) a benefit from the FCCA as a beneficiary of the FCCA.
 - (b) reasonable and proper remuneration for any goods or services supplied to the FCCA.
- (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

- (1) General provisions
No charity trustee or connected person may:
 - (a) buy or receive any goods or services from the FCCA on terms preferential to those applicable to members of the public.
 - (b) sell goods, services, or any interest in land to the FCCA.
 - (c) be employed by, or receive any remuneration from the FCCA.
 - (d) receive any other financial benefit from the FCCA.

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

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

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

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

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

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

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

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

(3) Payment for supply of goods only -controls

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

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

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

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

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

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

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

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

(4) In sub-clauses (2) and (3) of this clause:

(a) "the FCCA" includes any company in which the FCCA:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company.

(b) "connected person" includes any person within the definition set out in clause 28 (Interpretation)

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the FCCA or in any transaction or arrangement entered into by the FCCA which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the FCCA and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the FCCA if it is wound up

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

9. Membership of the FCCA

(1) Admission of New Members (a)

Eligibility

Membership shall be open, irrespective of sex, sexual orientation, race, nationality, or political, religious, or other opinion, to individuals aged eighteen years and over

(a) who live within the area of benefit, as determined by their name appearing on the relevant electoral roll, or

(b) who live outside the area of benefit, but have been invited by a Trustee to join the FCCA, as a consequence, but not exclusively, of:

- their obvious interest in, and support of, the FCCA
- their past membership/association with the FCCA and their stated desire to remain a member

and in both cases support the aims and objectives of the FCCA 'caring for the community: protecting the environment', and have their membership approved by the Trustees.

(2) Duty of members

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

(3) Termination of membership

(a) Membership of the FCCA comes to an end if:

- (i) the member dies, or
- (ii) the member sends a notice of resignation to the charity trustees; or
- (iii) any sum of money owed by the member to the FCCA is not paid in full within six months of its falling due; or
- (iv) the charity trustees decide that it is in the best interests of the FCCA that the member in question should be removed from membership and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the FCCA they must:

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership.
- (ii) give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership.
- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership.
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(4) Membership fees

The FCCA may require members to pay reasonable membership fees to the FCCA.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the FCCA may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (3) of this clause, any decision of the members of the FCCA 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.

(3) Decisions that must be taken in a particular way

- (a) Any decision to remove a trustee must be taken in accordance with clause 15(2).
- (b) Any decision to amend this constitution must be taken in accordance with clause 26 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the FCCA must be taken in accordance with clause 27 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the FCCA to one or more other FCCAs must be taken in accordance with the provisions of the Charities Act 2011.

General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the FCCA. The first AGM must be held within 18 months of the registration of the FCCA, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report and must elect trustees as required under clause 13.

Other general meetings of the members of the FCCA may be held at any time. All general meetings must be held in accordance with the following provisions.

Calling general meetings

- (a) The charity trustees:
 - (i) must call the annual general meeting of the members of the FCCA in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
 - (ii) may call any other general meeting of the members at any time.
- (b) The charity trustees must, within 21 days, call a general meeting of the members of the FCCA if:
 - (i) they receive a request to do so from at least 10% of the members of the FCCA; and
 - (ii) the request states the general nature of the business to be dealt with at the meeting and is authenticated by the member(s) making the request.
- (c) If, at the time of any such request, there has not been any general meeting of the members of the FCCA for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous, or vexatious.

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- (f) Any general meeting called by the charity trustees at the request of the members of the FCCA must be held within 28 days from the date on which it is called.
 - (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
 - (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
 - (i) The FCCA 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 FCCA shall be entitled to be indemnified by the charity trustees who were responsible for such failure.
- (3) Notice of general meetings
- (a) The charity trustees, or, as the case may be, the relevant members of the FCCA, must give at least 14 clear days' notice of any general meeting to all of the members, and to any charity trustee of the FCCA who is not a member.
 - (b) If it is agreed by not less than 90% of all members of the FCCA, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
 - (c) The notice of any general meeting must:
 - (i) state the time and date of the meeting;
 - (ii) give the address at which the meeting is to take place.
 - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
 - (iv) if a proposal to alter the constitution of the FCCA is to be considered at the meeting, include the text of the proposed alteration.
 - (v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause 21 (Use of electronic communication), details of where the information may be found on the FCCA's website.
 - (d) Proof that an envelope containing a notice was properly addressed, prepaid, and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
 - (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the FCCA.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 18(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the FCCA who are present at a general meeting shall elect a chair to preside at the meeting.

5) Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the FCCA unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time, and place at which the meeting will resume must either be announced by the chair or be notified to the FCCA's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

6) Voting at general meetings

- (a) Any decision other than one falling within clause 10(3) (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 unless otherwise provided in the rights of a particular class of membership under this constitution.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.
 - (d) A poll may be taken:

- (i) at the meeting at which it was demanded; or
 - (ii) at some other time and place specified by the chair; or
 - (iii) through the use of postal or electronic communications.
- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Representation of organisations and corporate members

An organisation or a corporate body that is a member of the FCCA may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the FCCA.

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 FCCA.

(8) Adjournment of meetings

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

12. Charity trustees

(1) Functions and duties of charity trustees

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

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the FCCA in the way he or she decides in good faith would be most likely to further the purposes of the FCCA; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the FCCA in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:

- if he or she is under the age of 18 years; or
- if he or she would automatically cease to hold office under the provisions of clause 15(1)(f).

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.

(b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees of the FCCA are -

John Beale,

Carole Brown,

Roger Fursier,

Joe Hall, Lynn

Vickers, Tony

Parry, Keith

Rawlings, David

Salt. Pat Salt

13. Appointment of charity trustees

(1) At the first and subsequent annual general meetings of the members of the FCCA all the charity trustees shall retire from office, but they may be re-elected or reappointed.

(2) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded;

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- (3) A person so appointed by the members of the FCCA shall retire in accordance with the provisions of sub-clause (1) of this clause.

14. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the FCCA's latest trustees' annual report and statement of accounts.

15. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
- (a) retires by notifying the FCCA in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.
 - (c) dies.
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months.
 - (e) is removed by the members of the FCCA in accordance with sub-clause (2) of this clause; or
 - (f) 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).
- (2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause 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 FCCA.

16. Reappointment of charity trustees

Any person who retires as a charity trustee by giving notice to the FCCA is eligible for reappointment.

17. Taking of decisions by charity trustees

Any decision may be taken either:

at a meeting of the charity trustees; or

by resolution in writing or electronic form agreed by 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. Meetings and proceedings of charity trustees

(1) Calling meetings

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

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

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or 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.

(3) Procedure at meetings No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

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

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

19. Saving provisions

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

who was disqualified from holding office.

who had previously retired or who had been obliged by the constitution to vacate office.

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

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

20. Execution of documents

- (1) The FCCA shall execute documents by signature.
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

21. Use of electronic communications

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

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

22. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees.
- (2) proceedings at general meetings of the FCCA.
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting.
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions.
- (4) decisions made by the charity trustees otherwise than in meetings.

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

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of

statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the FCCA, within 10 months of the financial year end.

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

24. 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 FCCA, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the FCCA on request.

25. Disputes

If a dispute arises between members of the FCCA 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.

26. Amendment of constitution

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

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the FCCA; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the FCCA.
- (2) Any alteration of clause 3 (Objects), clause 27 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the FCCA or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the constitution, together with a copy of the FCCA's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

27. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the FCCA may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the FCCA can only be made:
 - (a) at a general meeting of the members of the FCCA 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:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the FCCA.
- (2) Subject to the payment of all the FCCA's debts:
 - (a) Any resolution for the winding up of the FCCA, or for the dissolution of the FCCA without winding up, may contain a provision directing how any remaining assets of the FCCA shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the FCCA shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the FCCA.
- (3) The FCCA must observe the requirements of the Dissolution Regulations in applying to the Commission for the FCCA to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the FCCA.
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the FCCA have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the FCCA has been or is to be applied prior to its dissolution in accordance with this constitution.
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the FCCA, and to any charity trustee of the FCCA who was not privy to the application.
- (4) If the FCCA is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

28. Interpretation In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee.
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above.
- (d) an institution which is controlled -
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above: or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which -
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

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

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

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

The "Communications Provisions" means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the FCCA.

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