



Croydon Performing Arts Festival

Charitable Incorporated Organisation

Registered number 1181262

Constitution

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

Date of constitution
November 2018

Date registered by The Charity Commission
19 December 2018

Revised

November 2020 (Clause 16, as approved by Members at the AGM)

1. Name

The name of the Charitable Incorporated Organisation ('the CIO') is
Croydon Performing Arts Festival

2. National location of principal office

The principal office of the CIO is in England

3. Objects

The objects of the CIO shall be to advance the education of the general public in the Arts of Music, Dance and Speech and Drama in all their branches.

In furtherance of the objects of the CIO it shall have the following powers:

- 3.1 To hold or promote competitive festivals, the entry to which shall be open to any person from any location in the United Kingdom or any overseas country.
- 3.2 To present and promote public performances, concerts and workshops.
- 3.3 To affiliate to the British and International Federation of Festivals for Music, Dance and Speech and to further the charitable objects of the said Federation.
- 3.4 To do all such other lawful things as are necessary to the attainment of the objects of the CIO.

Nothing in this constitution shall authorise an application of the property of the CIO for purposes which are not charitable in accordance with the Charities Act 2011.

4. Powers

The CIO 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:

- (1) Borrow money and to charge the whole or any part of its property as security for the repayment of money borrowed.
- (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 CIO. In exercising this power, the CIO 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 CIO. The CIO may employ a charity trustee only to the extent it is permitted to do so by clause 6 of this constitution and provided it complies with the conditions of the said clause 6.

- (5) Deposit or invest funds, employ a professional fund manager, and arrange for the investments or other property of the CIO 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 CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO'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 CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
 - (a) A benefit from the CIO as a beneficiary of the CIO;
 - (b) Reasonable and proper remuneration for any goods or services supplied to the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit 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 CIO on terms preferential to those applicable to members of the public
- (b) Sell goods or services or any interest in land to the CIO
- (c) Be employed by, or receive remuneration from the CIO
- (d) Receive any other financial benefit from the CIO

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the prior written consent of the Charity Commission 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 CIO as a beneficiary provided it is available generally to the beneficiaries of the CIO.
- (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 supply of services, to the CIO where that is permitted in accordance with and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).
- (d) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The trustee concerned must withdraw from any meeting at which such a proposal or the rent or the terms of the lease are under discussion.
- (e) A charity trustee or connected person may take part in the normal trading or fund-raising activities of the CIO on the same terms as members of the public.

(3) In Sub clause 2 of this clause:

- (a) 'the CIO' includes any company in which the CIO:
 - (1) holds more than 50% of the shares;
 - (2) Controls more than 50% of the voting rights attached to the shares; or
 - (3) 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 29 (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 CIO or in any transaction or arrangement entered into by the CIO 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 CIO and any personal interest (including but not limited to any financial interest).
- (3) 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 CIO if it is wound up

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

9. Membership

(1) Admission of new members

(a) Eligibility

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

(b) Admission procedure

The charity trustees:

- (1) May require applications for membership to be made in any reasonable way that they decide;
- (2) May refuse an application for membership if they believe it is in the best interests of the CIO for them to do so;
- (3) Shall, if they decide to refuse an application for membership, give their reasons for doing so, within 14 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- (4) Shall give a fair consideration to any such appeal, and shall inform the applicant of their decision. Any decision to confirm refusal of the application for membership shall be final.

(2) Transfer of Membership

Membership of the CIO cannot be transferred to anyone else

(3) Duty of members

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

(4) Termination of membership

Membership of the CIO comes to an end if:

- (i) The member dies;
- (ii) The member sends a notice of resignation to the charity trustees; or
- (iii) Any sum of money owed by the member to the CIO is not paid in full within six months of it falling due.

(5) Membership Fees

The CIO may require members to pay reasonable annual membership fees to the CIO.

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 CIO may be taken by vote at a general meeting as provided by 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 CIO may be taken by means of a resolution at a general meeting. Such 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 27 of this constitution (Amendment of constitution).
- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 28 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General meetings of members

(1) Types of general meeting

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

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) Calling general meetings

- (a) The charity trustees:
 - (i) must call the annual general meeting of the members of the CIO in accordance with sub-clause 1 of this clause, and identify it as such in the notice of the meeting; and
 - (ii) may call any other general meeting of the members at any time.
- (b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:
 - (i) they receive a written request to do so from at least 10% of the members of the CIO; and
 - (ii) the written request states the general nature of the business to be dealt with at the meeting, and is authenticated by the members making the request.

- (c) Any such request must include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (d) A resolution can only be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (e) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date when it is called.
- (f) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, the members who requested the meeting may themselves call a general meeting
- (g) 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.
- (h) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the trustees to duly call the meeting, but the CIO 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 CIO, must give at least 21 clear days' notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.
- (b) The notice of any general meeting must:
 - (1) State the time and date of the meeting
 - (2) Give the address at which the meeting is to take place
 - (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; and
 - (4) If a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;
 - (5) Include, with the notice of the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as a trustee, or where allowed under clause 21 (Use of electronic communication), details of where the information may be found on the CIO's website.
- (c) 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.
- (d) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO 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 CIO unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be six members.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The

date, time and place at which the meeting will resume must be notified to the CIO'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.

(6) Voting at meetings

- i. 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. Every member has one vote.
- ii. A resolution put to the vote of a meeting shall be decided by a show of hands.
- iii. In the event of an equality of votes the chair of the meeting shall have a second or casting vote.
- iv. Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Adjournment of meetings

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

12. Charity Trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. 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 CIO in the way he or she decides in good faith would be the most likely to further the purposes of the CIO; 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:
 - (1) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (2) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person
- (b) No one may be appointed as a charity trustee:
 - if he or she is under the age of 16 years
 - If he or she would automatically cease to hold office being disqualified under the provisions set out in clause 15(1) (e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

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

(4) First charity trustees

The first charity trustees of the CIO are:

Richard Deering

Ben Norbury

Julia Desbruslais

Christopher Hutchinson

13. Appointment of charity trustees

(1) Elected charity trustees

- (a) At the first annual general meeting of the members of the CIO, all the charity trustees shall retire from office but shall be eligible to stand for re-election;
- (b) At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office.
- (c) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment. If any trustees were last appointed or re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- (d) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (e) of this clause.
- (e) The members or the charity trustees may at any time decide to appoint a new charity trustee 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 provided by clause 12(3) on the number of trustees would not as a result be exceeded.
- (f) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (b) and (c) of this clause. A person so appointed by the charity trustees shall retire at the annual general meeting next following his appointment and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

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 CIO'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 CIO 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) is removed by the members of the CIO in accordance with sub-clause 2 of this clause
 - (e) is disqualified from acting as a charity trustee by virtue of sections 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 that 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 days clear notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify the removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

16. Re-appointment of charity trustees

- (1) Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for re-appointment. A charity trustee who has served three consecutive terms may not be re-appointed for a fourth consecutive term but may be re-appointed after an interval of at least one year.
- (2) A term of appointment or re-appointment of a charity trustee elected by the members of the CIO in accordance with the provisions of clause 13 above runs until the date of the Annual General Meeting held during the fourth year following the date of their election or re-election.
- (3) In the case of the first charity trustees whose names appear in clause 12(4) above, their terms of appointment shall not commence from the date of their re-election at the first annual general meeting of the CIO in accordance with the provisions of clause 13(1) (a) but from the date of their subsequent re-election as determined by sub-clause (4) of this clause.
- (4) At each of the annual general meetings of the CIO held in the years 2020 to 2023 one of the first charity trustees shall retire and may stand for re-election. The first trustees shall agree between themselves which one of them shall retire in each of those years. If they are unable to agree, the trustee to retire shall be chosen by lot.

17. Taking of decisions by charity trustees

Any decision may be taken either:

- At a meeting of the trustees; or
- by resolution in writing or in electronic form a copy of which has been sent at or as near as reasonably practical at the same time to all the charity trustees and a majority of the charity trustees has signified agreement to the proposed resolution in writing or in electronic form.

18. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and 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.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to charity trustees, but is subject to the following requirements -
 - (a) A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee
 - (b) The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. 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. In the absence of the person so appointed from a meeting of the charity trustees they may appoint another trustee to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at a 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 on which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those charity trustees present and eligible to vote.
- (c) In the case of an equality of votes, the chair shall have a second casting vote.

20. Execution of documents

- (1) The CIO 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

(1) General

The CIO 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 Charity Commission in a particular form or manner.

(2) To the CIO

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

(3) By the CIO

- (a) Any member or charity trustee of the CIO by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member or charity trustee has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website –
 - (1) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);
 - (2) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings)
- (c) The charity trustees must:
 - (1) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
 - (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.

22. Keeping of registers

The CIO 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.

23. 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 CIO
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees, officers and committee members present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions of the charity trustees otherwise than in meetings.

24. 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 CIO 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 CIO entered on the Central Register of Charities.

25. 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 CIO, 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 CIO on request.

26. Disputes

If a dispute arises among the members of the CIO 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.

27. 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 CIO; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.
- (2) Any alteration of clause 3 (Objects) clause 28 (Voluntary winding up or dissolution), this clause or any alteration where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO 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 CIO'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.

28. Voluntary winding-up or dissolution

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

- (b) by a resolution passed by a 75% majority of those voting, or
 - (c) 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
 - (d) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (e) Any resolution for the winding up of the CIO or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied
 - (f) If the resolution does not contain such a provision, the charity trustees may decide how any remaining assets of the CIO shall be applied.
 - (g) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (1) a copy of the resolution passed by the members of the CIO
 - (2) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (3) a statement by the charity trustees setting out the way in which any property of the CIO 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 CIO and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

29. 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 –
 - (1) by the charity trustee or any connected person falling within sub-clauses (a) (b) or (c) above or
 - (2) by two or more persons falling into (d)(1) when taken together
- (e) a body corporate in which –
 - (1) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (2) two or more persons falling within sub-clause (e)(1) 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