



CONSTITUTION

APPROVED BY

The Chair of Trustees: Gopal Bhachu

Additional Trustee: Dr John Spencer (Honorary Secretary)

REVISION HISTORY

<u>ISSUE</u>	<u>DATE</u>	<u>REASON FOR CHANGE</u>
Issue 1	20 February 2014	Created and submitted to Charity Commission
Issue 2	9 May 2014	Registered at Charity Commission
Issue 3	22 September 2020	Amendment (clause 11)
Issue 4	22 May 2024	Review and revisions (clauses 9, 10, 11, 13, 16, 19)

INTRODUCTION

Welcome to the Bereavement Care constitution. The opportunity has been taken to represent the contents more in keeping with the Charity Commission Associated Model (CCAM), as designed for a Charitable Incorporated Organisation (CIO) with a voting membership (in addition to the charity trustees). The most recent publication of this was in 2023 (see further information). Notes have been added where the Bereavement Care trustees have adapted the recommendations of the CCAM and where they feel clarification would be helpful.

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The Constitution of Bereavement Care

A Charitable Incorporated Organisation (CIO)
with voting members other than its charity trustees

Date of Constitution

The Constitution was adopted on 20 February 2014.

The constitution was first registered with the Charity Commission on 9 May 2014.

Amendment made in September 2020 enabled on-line arrangements for the AGM.

Amendments in May 2024 were also to improve clarity of style in line with the Charity Commission 'associated' Model (CCAM) Constitution (2023).

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is **Bereavement Care**.

2. National location of principal office

The principal office of the CIO is in England.

The office address continues to be:

The Lodge, 64 Pinner Road, Harrow, Middlesex HA1 4HZ.

3. Object(s)

The object of the CIO is to relieve the suffering and distress caused by bereavement or loss among the people of the London Borough and Deanery of Harrow and surrounding areas where it is possible to make its services available. This would be, in particular but not exclusively, by:

- Offering support through the process of grieving.
- Increasing the public awareness and knowledge of the needs of bereaved people, or those who have experienced loss, throughout the community.
- Training and supervising suitable volunteers in listening skills for working with the bereaved (whether in their homes or other appropriate places).
- Co-operating with and offering training to other agencies engaged in similar work.

(It is noted that alteration of this clause requires prior written consent of the Charity Commission – clause 28 on page 27)

4. Powers

The CIO has power to do anything which is calculated to further its objective or is conducive or incidental to doing so. In particular, the CIO's powers include (but not are limited to) power to:

- (1) raise funds and to invite and receive contributions provided that in raising funds the CIO shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (2) borrow money and to charge the whole or any part of its property as security for the repayment of money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (3) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (4) 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;
- (5) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO 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;
- (6) 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 so by the Trustee Act 2000;

(Additions to CCAM in 2014)

- (7) co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or which have similar charitable purposes, and to exchange information and advice with them;
- (8) establish or support any charitable trusts, associations or institutions formed for all or any of the objectives.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objectives.

5 (1) contd...

- (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 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 CIO on terms preferential to those applicable to members of the public,
- (b) sell goods, services, or any interest in land to the CIO,
- (c) be employed by, or receive any 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 ("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.

6 contd...

(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 of the CIO provided that a majority of trustees do not benefit in this way. *(Re-aligned with the CCAM)*
- (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 CIO where that is permitted in accordance with, and subject to the conditions in, sections 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 CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO 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 CIO. 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 CIO on the same terms as members of the public.

(3) Payment for supply of goods only - controls

The CIO 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 CIO 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 goods in question.

6 (3) contd...

- (c) The other charity trustees are satisfied that it is in the best interests of the CIO 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 a 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 CIO.
- (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 this 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 payments authorised by clause 6.

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

- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to these 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 30 (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

7 (1) contd...

arrangement entered into by the CIO which has not previously been declared; and

- (2) absent himself or herself from any discussion of the charity trustees in which it is possible 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).

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 trustee on the matter.

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

(Option 1 of the CCAM, as selected in 2014)

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 of the CIO

(1) Admission of new members

(a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause and payment of the relevant fee as set out in sub-clause (5) of this clause.

A member may be an individual who is 18 years of age or over, a corporate body, or an individual representing an organisation which is not incorporated.

(b) Admission procedure

The charity trustees:

- (i) shall consider all applications for membership to the CIO, made in writing to the office, before approval is given; *(Specified in 2024)*
- (ii) shall, if they approve an application for membership, notify the applicant of their decision within 21 days; *(Re-aligned with CCAM)*

9 (1) (b) contd...

- (iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so; *(As in CCAM)*
- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and *(Re-aligned with CCAM)*
- (v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final. *(As in CCAM)*

(2) Transfer of membership

Membership of the CIO cannot be transferred to anyone else except in the case of an individual (or corporate body) representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer.

(3) Duty of members

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

(4) Termination of membership

- (a) Membership of the CIO comes to an end if:
 - (i) the member dies or, in the case of an organisation (or the representative of an organisation) that organisation ceased to exist; 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 CIO is not paid in full within six months of it falling due; or
 - (iv) the charity trustees decide that it is in the best interests of the CIO 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 CIO they must:

9 (4) (b) contd...

- (i) inform the member of the reasons why it is proposed to remove him, or her or it from membership;
- (ii) give the member a reasonable notice (at least 21 days) in which to make representations to the charity trustees as to why he, she or it should not be removed from membership; (*re-align with CCAM*)
- (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;
- (v) allow the member, who may be accompanied by a friend, or the member's representative, to make those representations in person at that meeting, if the member so chooses. (*specified in 2014*)

(5) Membership fees

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

(6) Informal or associate (non-voting) membership

- (a) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and conditions for admission to, and termination of membership of any such class of members.
- (b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO are taken by vote at a general meeting as provided in sub-clause (2) of this clause. (*Specified in 2014*)

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members of the CIO must be

10 (2) contd...

taken by means of resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting (including votes cast by email ballot and proxy votes).

(3) Taking ordinary decisions by written resolution without a general meeting *(Decision to omit in 2014 confirmed in 2024)*

(4) 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 28 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other 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 following three paragraphs were added in 2020)

However, in exceptional circumstances such as a pandemic or other national crisis, the Chair may postpone the AGM and reschedule a later date. Alternatively, in the event of Government Restrictions on groups of people meeting and/or social distancing, an AGM may be convened via a virtual link such as ZOOM, Skype, or other.

In these circumstances, if required, any Resolution or Election of Trustees (clause 13) which need members' approval, will be circulated by post or electronically with a response time indicated.

(modified in 2024 by reference to clauses to remove ambiguity)

Members must receive all papers for an AGM whether postponed or rescheduled, as in

11 (1) contd...

sub-clause 3(c)(v) of this clause, and elect trustees as in clause 13.

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 request to do so from at least 10% of the members of the CIO; 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 CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful and is not defamatory, frivolous or vexatious.
- (f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it was 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.

11 (2) contd...

- (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 CIO 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 CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure]. *(bracketed phrase as included in CCAM omitted in 2014)*

(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 14 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) If it is agreed by not less than 90% of all members of the CIO, 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 any other business to be dealt with at the meeting; and
 - (iv) if a proposal to alter the Constitution of the CIO 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,
 - trustees' annual report,
 - details of persons standing for election or re-election as Trustee,
 - or where allowed under Clause 22 (Use of electronic communication), details of where the information may be found on the CIO's website. *(correction of 2020 version, as CCAM)*

11 (3) contd...

- (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 CIO.

(4) Chairing of general meetings

The person nominated as Chair by the charity trustees under clause 19(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 CIO 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 CIO unless a quorum is present when the meeting starts .
- (b) Subject to the following provisions, the quorum for general meetings shall be ten 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. *(Specified in 2014)*
- (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 the 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 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

11 (5) contd...

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 and email votes). Every member has one vote unless also acting as a corporate proxy. (*Specified in 2024*)
- (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 a 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 or any other matter shall be taken, and the results 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 electronic communications (*re-aligned with CCAM*)
- (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 corporate members

A corporate body which is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO, provided that the identity of such person is notified to the CIO.

11 (7) contd...

The representative is entitled to exercise the same powers on behalf of the corporate body as the corporate body could exercise as an individual member of the CIO.

Proxy Voting *(Added in 2024 by incorporating CCAM appendix)*

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of the member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (i) states the name and address of the member appointing the proxy;
 - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such a manner as the CIO may determine; and
 - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless the proxy notice indicates otherwise, it must be treated as:
 - (i) allowing the person, appointed under it as a proxy, discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.

11 (7) contd...

- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(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 date or 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 will be 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:
 - (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 CIO in the course of a business or profession, to any special knowledge or expertise that it is reasonable to expect of a person acting in the course of that kind of business or profession.

12 contd...

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person. *(An individual, living person)*.
- (b) No-one may be appointed as a charity trustee:
- if he or she is under the age of eighteen (18) years; or
 - if he or she would automatically cease to hold office under the provision of clause 15(1)(f) (disqualification).
- (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 office of charity trustee.

(3) Number of charity trustees

(Option 2 of CCAM selected in 2014)

- (a) There should be:
- Not less than four (4) nor more than twelve (12) elected trustees; and
 - Not more than one (1) nominated trustee.
- (b) There must be at least four (4) charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The first charity trustees of the CIO in May 2014:

Jack Lynes	Dr Peter Ellis	Sue Ellis	Ruth McNeil
Bobbi Riesel	Peter Weber	The Revd Edward Lewis (nominated)	

The charity trustees of the CIO in May 2024:

Gopel Bhachu	Sharon Daniels	Leslie Pappoe	Sadhana Patel
Bobbi Riesel	Richard Segalov	Anthony Simmonds	Sheila Small
Charlotte Spencer	Aviva Wilford	Dr John Spencer (nominated)	

13. Appointment of charity trustees

(The CCAM constitution recommends that one third of the Board should retire each year, and offer themselves for re-election for up to two further terms of three (3) years. This was not included in the constitution by Bereavement Care Trustees in 2014, and confirmed in 2024. However, a maximum term of nine (9) years (before review) was included in 2024).

(1) Elected Charity Trustees

- (a) At the annual general meeting of the members of the CIO, trustees elected to the Board may serve an initial term of 3 years;
- (b) Upon retirement after the first term, trustees can offer themselves for re-election by the members for a further term (of three years) on two consecutive occasions, amounting to a total period of nine (9) years;
- (c) Upon completion of nine (9) consecutive years as a trustee, the Board may consider undertaking a review of eligibility for further re-election. If considered appropriate, the trustee will be invited to take a break for a minimum of one (1) and a maximum of three (3) years before potentially becoming eligible again for re-election; *(Specified in 2024)*
- (d) Vacancies arising on the board of trustees 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 of the charity trustees may at any time decide to appoint (*co-opt*) 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;
- (f) A person so appointed (*elected*) by the members of the CIO shall retire in accordance with the provision of sub-clause (c) of this clause. A person so appointed (*co-opted*) by the charity trustees shall retire *before* the annual general meeting next following the date of appointment and be eligible for election to a full term of three (3) years at the meeting. *(Specified by adapting CCAM in 2024)*
- (g) Members at the annual general meeting may express an opinion about the appointment of officers. However, planning by the board should anticipate any change of officers in relation to the election/re-election of charity

13 (1) contd...

trustees. It is usual for the members of the charity trustees to appoint officers, including the chair (Clause 11 (4)). *(Specified addition in 2024)*

(2) ex-officio charity trustee

(Bereavement Care does not have an arrangement by which an office holder shall automatically, by virtue of holding that office (ex-officio), be a charity trustee)

(3) Nominated Charity Trustee

- (a) Harrow Deanery Synod may appoint one (1) Charity Trustee.
- (b) Any appointment must be made at a meeting held according to the ordinary practice of Harrow Deanery Synod, Diocese of London.
- (c) Each appointment will be made in accordance with the term of office, election, and appointment arrangements, of Harrow Deanery Synod.
- (d) The appointment will be effective from the later of:
 - (i) The date of the vacancy; or
 - (ii) The date on which the CIO is informed of the appointment
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under Clause 12(1) as the other Charity Trustees to act in the way he or she decides in good faith would be most likely to further the purpose of the CIO.

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:

15 (1) contd...

- (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 for all their meetings held within a period of six months and the trustees resolve that his or her office is to be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
 - (e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or
 - (f) 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 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 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 CIO.

16. Re-appointment of charity trustees

Any person who retires as a charity trustee at the end of each of their first two terms of three (3) years, or by giving notice to the CIO, is eligible for re-appointment. A trustee who has served three (3) consecutive terms will not be eligible for reappointment without review by the Board. If considered appropriate, a period of ineligibility of between one and three years may be imposed (clause 13(1)(c)).

(Specified 2024)

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 a majority of all the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the *majority of all of the charity trustees (specified in 2024)* has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date. (*Re-aligned with CCAM 2024*)

18. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is an addition in the power of the delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements-
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as it 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 the charity trustees:

(1) Calling meetings

- (a) A meeting of the charity trustees may be called by the Chair (*rather than 'any charity trustee'*) at any time or by any two trustees upon not less than four days' notice. If the matters include an appointment of a co-opted member then not less than twenty-one days' notice must be given. (*Specified in 2014 and different to CCAM*)
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of the meetings

The charity trustees may appoint one of their number to chair their meeting 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

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three (3) charity trustees. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the chair shall have a second or casting vote.
- (d) The trustees can invite other people to attend the trustee meetings, but those invited will have no voting rights. (*Specified addition in 2014*)

(4) Participation in meetings via electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all other participants shall qualify as being present at the meeting.

19 contd...

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

20. 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 on any vote of a charity trustee:

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

21. Execution of documents

- (1) The CIO shall execute documents by signature (and does not have a seal) .
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

22. 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;

22 contd...

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

(2) To the CIO *(moved here in 2024 from 2014 appendix to align with CCAM)*

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 *(moved here in 2024 from 2014 appendix to align with CCAM)*

- (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 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 publications on its website –
 - (i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); and
 - (iii) submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's power under clause 10 (Members' decisions). 10(3) (Decisions taken by resolution in writing).
- (c) The charity trustees must:
 - (i) Take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. 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.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made at general meetings or 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 present at the meeting;
 - the decisions made at the meetings;
 - where appropriate the reasons for the decisions.
- (4) decisions made by the charity trustees otherwise than in meetings.

25. 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 income of the CIO, within ten 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 incident to the Central Register of Charities.

26. 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.

27. Disputes

If a dispute arises between 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.

28. Amendment of the 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 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 (Objectives), clause 29 (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 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.

29. 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:
 - (i) by a resolution passed by a 75% majority of those voting; or

29 (1) contd...

- (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 CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) 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.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case, the remaining assets must be applied for charitable purposes the same 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:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) 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
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO which 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 is 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.

30. Interpretation

In this constitution:

“connected person” means:

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

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

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

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

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

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

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

FURTHER INFORMATION

Charitable Incorporated Organisations (CIO): changing your governing document 2024

[Charitable Incorporated Organisations \(CIO\): changing your governing document - GOV.UK \(www.gov.uk\)](#)

National Council for Voluntary Organisations – Governance 2024

[Governance | NCVO](#)

Constitution of a charitable Incorporated Organisation with voting members other than its charity trustees (association model constitution) November 2023

[Association CIO model 090224.pdf \(publishing.service.gov.uk\)](#)

Charity Governance Code 2020

[Download the Code — Charity Governance Code](#)

[Home — Charity Governance Code](#)

How to write your charity's governing document (CC22b). Charity Commission 2014.

[How to write your charity's governing document \(CC22b\) - GOV.UK \(www.gov.uk\)](#)

Charity meetings: making decision and voting. Gov.UK 2013

[Charity meetings: making decisions and voting - GOV.UK \(www.gov.uk\)](#)

Charities and meetings (CC48) 2012

[Charities and meetings \(CC48\) - GOV.UK \(www.gov.uk\)](#)

The Charitable Incorporated Organisations (General) Regulations 2012

[The Charitable Incorporated Organisations \(General\) Regulations 2012 \(legislation.gov.uk\)](#)

The Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012

[The Charitable Incorporated Organisations \(Insolvency and Dissolution\) Regulations 2012 \(legislation.gov.uk\)](#)

Charity's Act 2011

[Charities Act 2011 \(legislation.gov.uk\)](#)