


ANDREW LACK 29/9/2015.

Constitution of the South West Coast Path Association

Date of constitution - (last amended): 24th August 2015

Registered Charity Number : 1163422 – commenced 4th September 2015

1. Name

The name of the Charitable Incorporated Organisation is
South West Coast Path Association (“the Association”)

2. National location of principal office

The principal office of the Association is in England.

3. Objects

The objects of the Association are:

1. To secure the protection, improvement and conservation of the South West Coast Path and public access to it in order to improve the health and wellbeing of the general public.
2. To educate the general public to a greater knowledge of, respect and care for, the coast and countryside by promoting the South West Coast Path.

4. Powers

The Association has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the Association’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 Association 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 Association. In exercising this power, the Association 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 Association. The Association may employ or remunerate a trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the Association 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 Association must be applied solely towards the promotion of the objects.

(a) A trustee is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Association.

(b) A trustee may benefit from trustee indemnity insurance cover purchased at the Association'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 Association may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Association. This does not prevent a member who is not also a trustee receiving:

(a) a benefit from the Association as a beneficiary of the Association;

(b) reasonable and proper remuneration for any goods or services supplied to the Association.

(3) Nothing in this clause shall prevent a trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. Benefits and payments to trustees and connected persons

(1) General provisions

No trustee or connected person may:

(a) buy or receive any goods or services from the Association on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the Association;

(c) be employed by, or receive any remuneration from, the Association;

(d) receive any other financial benefit from the Association;

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

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

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

(b) A 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 Association 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 trustee or connected person may provide the Association with goods that are not supplied in connection with services provided to the Association by the trustee or connected person.

(d) A trustee or connected person may receive interest on money lent to the Association 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 trustee or connected person may receive rent for premises let by the trustee or connected person to the Association. 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 other terms of the lease are under discussion.

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

(3) Payment for supply of goods only – controls

The Association and its 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 Association and the 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 trustees are satisfied that it is in the best interests of the Association to contract with the supplier rather than with someone who is not a trustee or connected person. In reaching that decision the trustees must balance the advantage of contracting with a 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 Association.

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

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

(g) A majority of the 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 Association" includes any company in which the Association:

- (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 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

In accordance with legal requirements a trustee of the Association 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 Association or in any transaction or arrangement entered into by the Association which has not previously been declared; and
- (2) absent himself or herself from any discussions of the 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 Association and any personal interest (including but not limited to any financial interest).

Any 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 trustees on the matter.

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

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

9. Membership of the Association

(1) Initial members of the Association

The members of the unincorporated charity known as South West Coast Path Association (registered charity number 266754), as determined in accordance with its constitution as at the date of the Association's creation, shall be the initial members of the Association.

(2) Admission of new members

(a) Eligibility

Membership of the Association 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 (4) of this clause.

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

(b) Admission procedure

The trustees :

(i) may require applications for membership to be made in any reasonable way that they decide;

(ii) may refuse an application for membership if they believe that it is in the best interests of the Association for them to do so;

(iii) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 28 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

(iv) 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.

(3) Transfer of membership

Membership of the Association 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 Association has received written notification of the transfer.

(4) Duty of members

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

(5) Termination of membership

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

(i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or

(ii) the member sends a notice of resignation to the trustees; or

(iii) any sum of money owed by the member to the Association is not paid in full within 28 days of its falling due; or

(iv) the trustees decide that it is in the best interests of the Association that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the trustees take any decision to remove someone from membership of the Association it will first require a majority of trustees to agree to initiate the following process. The trustees must then:

- (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 full days' notice in which to make representations to the trustees as to why he, she or it should not be removed from membership;
- (iii) at a duly constituted meeting of the 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.

(6) Membership fees

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

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 Association must be taken 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 Association must 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.
- (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 Association 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 Association to one or more other charities 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 Association. The first AGM must be held within 18 months of the registration of the Association, 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 Association may be held at any time.

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

(2) Calling general meetings

(a) The trustees :

(i) must call the annual general meeting of the members of the Association 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 trustees must, within 21 days, call a general meeting of the members of the Association if:

(i) they receive a request to do so from at least 10% of the members of the Association; and

(ii) the 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) If, at the time of any such request, there has not been any general meeting of the members of the Association 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 trustees at the request of the members of the Association must be held within 28 days from the date on which it is called.

(g) If the trustees fail to comply with this obligation to call a general meeting at the request of the 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 Association 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 Association shall be entitled to be indemnified by the trustees who were responsible for such failure.

(3) Notice of general meetings

(a) The trustees, or, as the case may be, the relevant members of the Association, must give at least 14 full days' notice of any general meeting to all of the members

(b) If it is agreed by not less than 90% of all members of the Association, 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 Association 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 22 (Use of electronic communication), details of where the information may be found on the Association'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 Association.

(4) Chairing of general meetings

The person nominated as chair by the 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 Association 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 Association unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be 20 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 by the trustees 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 Association's members at least seven full 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 by members attending the meeting. Every member has one vote.

(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 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 Association may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the Association.

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 Association.

(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. Trustees

(1) Functions and duties of trustees

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

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association; 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 trustee of the Association 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 trustee must be a natural person.

(b) No one may be elected or co-opted as a trustee:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 15(1)(f); or
- unless he or she is a member of the Association.

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

(3) Number of trustees

(a) Subject to sub-clause (4) of clause 12, there should be not less than 6 nor more than 12 trustees, including:-

- (i) the elected trustees elected in accordance with sub-clause (1) of clause 13; and
- (ii) any co-opted trustees co-opted in accordance with sub-clause (2) of clause 13.

(b) If the number of trustees falls below 4, the remaining trustee or trustees may act only to call a meeting of the trustees, or to co-opt a new trustee in accordance with sub-clause (2) of clause 13.

(4) First trustees

The first trustees of the Association, who shall serve until the first AGM, are –

Andrew Lack
Ken Carter
Steve Church
George Coles
Margaret Bonner
Rick Harmes
Chris Hatton
Peter Scupholme
Keith Wainwright

For the avoidance of doubt, those individuals who serve as the first trustees shall be eligible for election at the first annual general meeting as elected trustees subject to sub-clauses (2) and (3) of this clause 12.

13. Appointment of trustees

(1) Elected trustees

(a) At the second and every subsequent annual general meeting of the members of the Association all of the elected trustees shall retire from office and, subject to sub-clauses (2) and (3) of clause 12, shall be eligible for re-election as elected trustees.

(b) The vacancies arising for elected trustees at any annual general meeting may be filled by the decision of the members at the annual general meeting; any vacancies for elected trustees not filled at the annual general meeting may be filled as provided in sub-clause (2) of this clause 13.

(c) Any person wishing to stand for election as an elected trustee must be nominated by a proposer and seconder, both of whom must be members of the Association. At least 3 months before an annual general meeting, members of the Association shall be invited to make nominations for elected trustees. Any such nominations must be received by the Association not later than 6 weeks before the date of the annual general meeting. Relevant details of all individuals nominated for election as elected trustees at the annual general meeting shall be circulated with the notification of the annual general meeting.

(2) Co-opted trustees

(a) Subject to sub-clauses (2) and (3) of clause 12, the trustees may, at any time, co-opt any individual as a trustee ("a co-opted trustee"), whether in place of a trustee who has ceased to hold office in accordance with clause 15, or as an additional trustee.

(b) At every annual general meeting of the members of the Association any co-opted trustee shall retire from office and, subject to sub-clauses (2) and (3) of clause 12, shall be eligible for election as an elected trustee.

14. Information for new trustees

The trustees will make available to each new trustee, on or before his or her first election or co-option:

(a) a copy of this constitution and any amendments made to it; and

(b) a copy of the Association's latest trustees' annual report and statement of accounts.

15. Retirement and removal of trustees

(1) A trustee ceases to hold office if he or she:

(a) is one of the first trustees and comes to the end of his or her term of office in accordance with sub-clause (4) of clause 12;

(b) retires by notifying the Association in writing (but only if enough trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(c) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(d) dies;

(e) in the written opinion, given to the Association, 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;

(f) is removed by the members of the Association in accordance with sub-clause (2) of this clause;

(g) comes to the end of his or her term of office in accordance with sub-clauses (1)(a) or (2)(b) of clause 13; or

(f) is disqualified from acting as a trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) A 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 trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 full 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 Association.

16. Re-election of trustees

Any person who retires as a trustee at an annual general meeting or in accordance with sub-clause (1)(b) of clause 15, is eligible for re-election as an elected trustee.

17. Taking of decisions by trustees

Any decision may be taken either:

(a) at a meeting of the trustees; or

(b) by resolution, in writing or electronic form, unanimously agreed by the trustees. This resolution may be in the form of either a single document or several documents containing the text of the resolution in like form, to each of which one or more trustees has signified their agreement.

18. Delegation by trustees

(1) The 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 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 the 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 trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the trustees as a whole as soon as is reasonably practicable; and

(c) the trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of trustees

(1) Calling meetings

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

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

(2) Chairing of meetings

The 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 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 trustees, or the number nearest to half the total number of trustees, whichever is greater, or such larger number as the trustees may decide from time to time. A 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.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the trustees in which each participant may communicate with all the other participants.

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

(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 trustees, or of a committee of trustees, shall be valid notwithstanding the participation in any vote of a trustee:

(a) who was disqualified from holding office;

(b) who had previously retired or who had been obliged by the constitution to vacate office;

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

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

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

21. Execution of documents

(1) The Association shall execute documents by signature.

(2) A document is validly executed by signature if it is signed by at least two of the trustees.

22. Use of electronic communications

(1) General

The Association 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.

(2) To the Association

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

(3) By the Association

(a) Any member or trustee of the Association, by providing the Association with his or her email address or similar, is taken to have agreed to receive communications from the Association in electronic form at that address, unless they have indicated to the Association their unwillingness to receive such communications in that form.

(b) The trustees may, subject to compliance with any legal requirements, by means of email communications

(i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);

(ii) give trustees notice of their meetings in accordance with clause 19(1) (Calling meetings);

(c) The trustees must :

(i) take reasonable steps to ensure that members and 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 trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

The Association 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 trustees.

24. Minutes

The trustees must keep minutes of all:

(1) proceedings at general meetings of the Association;

(2) meetings of the trustees and committees of trustees including:

(a) the names of the trustees and others present at the meeting;

(b) the decisions made at the meetings; and

(c) where appropriate the reasons for the decisions;

(3) decisions made by the trustees otherwise than in meetings.

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

(1) The 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 Association, within 10 months of the financial year end.

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

26. Rules

The 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 Association, 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 Association on request.

27. Disputes

If a dispute arises between members of the Association 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 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 Association; or

(b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Association.

(2) Any alteration of clause 3 (Objects), 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 trustees or members of the Association 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 Association'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 Association may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Association can only be made:

(a) at a general meeting of the members of the Association called in accordance with clause 11 (General 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 Association.

(2) Subject to the payment of all the Association's debts:

(a) Any resolution for the winding up of the Association, or for the dissolution of the Association without winding up, may contain a provision directing how any remaining assets of the Association shall be applied.

(b) If the resolution does not contain such a provision, the trustees must decide how any remaining assets of the Association 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 Association.

(3) The Association must observe the requirements of the Dissolution Regulations in applying to the Commission for the Association to be removed from the Register of Charities, and in particular:

(a) the trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the Association;

(ii) a declaration by the trustees that any debts and other liabilities of the Association have been settled or otherwise provided for in full; and

(iii) a statement by the trustees setting out the way in which any property of the Association has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the trustees must ensure that a copy of the application is sent within seven days to every member and employee of the Association, and to any trustee of the Association who was not privy to the application.

(4) If the Association 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:

The "**Association**" means the Charitable Incorporated Organisation the '**South West Coast Path Association**' as defined in clause 1.

'**South West Coast Path**' shall mean the National Trail known as the South West Coast Path, or any successor trail, established by the Government and its agencies under the provisions of the National Parks and Access to the Countryside Act 1949 and any subsequent amendments.

"**trustee**" means a charity trustee of the South West Coast Path Association and, for the avoidance of doubt, includes a first trustee, an elected trustee and a co-opted trustee.

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- (b) the spouse or civil partner of the trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the 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 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 applies 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.

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

