

**CALDERDALE INTERFAITH COUNCIL CONSTITUTION
(for March 2015 General Meeting)**

Date Adopted

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CALDERDALE INTERFAITH COUNCIL CONSTITUTION

(for March 2015 General Meeting)

PART 1

1 Adoption of the constitution

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

2 Name

The association's name is Calderdale Interfaith Council and in this document it is called the charity.

3 Aims and Objects

The charity aims to:

- Work for the purpose of overcoming ignorance, fear and misunderstanding between the various faith communities and those of secular persuasion in Calderdale.
- Move with confidence in our partnerships and contacts with faith communities.
- Promote a greater understanding of the positive role that religious faith and faith communities can play in shaping our society.
- Maintain an environment of dignity for all in social interactions.
- Work in partnership with people of all communities and their organisations.

The charity's objects are to:

- Work towards racial and religious equality in all areas of life.
- Promote the positive role of religious life in daily living.
- Influence decision making in all areas of public life, forming links with, and seeking public consultation rights with statutory and voluntary bodies.
- Share concerns and provide mutual support.

4 Amendment of constitution

(1) The charity may amend any provision contained in Part 1 of this constitution provided that:

- (a) no amendment may be made that would have the effect of making the charity cease to be a charity at law;
- (b) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity;
- (c) no amendment may be made to clauses 5 or 6 (application of income and benefits and payments) without the prior written consent of the Charity Commission for England and Wales ("the Commission");
- (d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at an annual general meeting or extraordinary general meeting, with voting being on the basis of two votes per faith as described in clause 29.

(2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority at an annual general meeting or extraordinary general meeting, with voting being on the basis of two votes per faith as described in clause 29.

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- (3) A copy of any resolution amending this constitution shall be sent to the Commission within 21 days of it being passed.

5 Application of Income

- (1) The income of the charity shall be applied solely to the promotion of the aims and objects.
 - (a) A charity trustee is entitled to be reimbursed by the charity reasonable expenses properly incurred by him or her when acting on behalf of the charity.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover with, and subject to the conditions in, Section 189 of the Charities Act 2011.
- (2) None of the income of the charity may be paid or transferred directly or indirectly or otherwise by way of dividend bonus or otherwise by way of profit to any member of the charity.

This does not prevent a member who is not also a trustee from receiving:

 - (a) a benefit from the charity in the capacity of a beneficiary of the charity;
 - (b) reasonable and proper remuneration for any goods or services supplied to the charity.

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 charity on terms preferential to members of the public;
 - (b) sell goods, services or any interest in land to the charity;
 - (c) be employed by or receive any remuneration from the charity;
 - (d) receive any other financial benefit from the charity.

unless the payment is 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 a monetary value.
- (2) 'Connected person' includes any person within the definition set out in clause 35 (Interpretation).

7 Dissolution

- (1) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- (2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- (3) The trustees must apply any remaining property or money:
 - (a) directly for the objects;
 - (b) by transfer to any charity or charities for purposes the same as or similar to the charity;
 - (c) in such other manner as the Commission may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the

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remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub-clause (3) above.

- (5) In no circumstances shall the assets of the charity be paid or distributed among the members of the charity (except to a member that is itself a charity).
- (6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

PART 2

8 Membership

- (1) (a) Membership is open to individuals over the age of eighteen and to organisations interested in promoting the aims and objects of the charity. Anyone or any organisation interested in becoming a member must complete an application form and submit it to the Secretary. The form will ask for details of the person, his/her contact details and faith affiliation if any. Applications will be considered by the trustees or by any committee or sub-committee to which the trustees have delegated this responsibility.
(b) The charity will make every endeavour not to discriminate on the basis of age, disability, gender, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion and sexual orientation. All members, visitors and volunteers will be treated with dignity and the charity will endeavour to ensure that its activities respond appropriately to the needs of all sections of the community.
- (2) The trustees or as the case may be the committee or sub-committee with delegated responsibility:
 - (a) may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.
 - (b) must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) must consider any written representations the applicant may make about the decision. The decision following any written representations must be notified to the applicant in writing but shall be final.
- (3) Membership is not transferable to anyone else.
- (4) The trustees must keep a register of names, addresses/contact details and faith/religious affiliation of the members. A list of members' names must be made available to view by any member on request.
- (5) The trustees shall endeavour to encourage membership from across the community in Calderdale – involving people from all faith backgrounds and none.

9 Termination of membership

Membership is terminated if:

- (1) the member dies or, if it is an organisation, it ceases to exist;
- (2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the charity is not paid in full within six months of it falling due;

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- (4) the member is removed from membership by a resolution of the trustees (or the committee or sub-committee with delegated powers for this matter) that it is in the best interests of the charity that membership is terminated. A resolution to remove a member may only be passed if:
- (a) the member has been given at least twenty-one days' notice in writing of the meeting of the trustees (or the committee or sub-committee with delegated powers for this matter) at which the resolution to terminate membership will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting of trustees or the committee or sub-committee with delegated powers for this matter.

The decision of the trustees (or the committee or sub-committee with delegated powers for this matter) is final.

10 Management of the Charity

The charity shall be managed and administered by a committee known as and hereafter referred to as the Steering Group comprising trustees and officers and others appointed or elected in accordance with this constitution. The Steering Group will select its Chair from among its members. The Steering Group shall meet at least four times per annum and meetings shall be quorate if at least one trustee and two other members are present.

11 Trustees and Appointment of Trustees

- (1) The number of trustees shall be not less than three nor greater than five.
- (2) No-one may be appointed as trustee if he or she would be disqualified under the provisions of clause 13.
- (3) The first trustees shall be those persons being trustees of the charity at the meeting at which this constitution is adopted.
- (4) Subsequently, appointment of trustees will be in accordance with sub-clause (5) below.
- (5) Appointment of future trustees
 - (a) If the number of trustees is less than five (due to resignations or other reasons) the trustees may appoint any person who is willing to act as a trustee. The trustees are to make every endeavour to appoint new trustees and in doing so try to ensure that the trustees' membership is from across the faith communities of Calderdale.
 - (b) Each of the trustees shall retire with effect from the conclusion of the annual general meeting next after he or she has been a trustee for a period of five years, but may be eligible for re-election at that annual general meeting or at an extraordinary general meeting. At the meeting at which this Constitution is adopted the existing trustees shall draw lots to determine which trustees will retire in 1, 2, 3, 4, and 5 years' time. This will give continuity of trusteeship and also allow change to happen in an orderly manner.

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(c) No-one may be elected as a trustee at any annual general meeting or any extraordinary general meeting unless prior to the meeting the charity is given a notice that:

(i) is signed by a member entitled to vote at the meeting;

(ii) states the member's intention to propose the appointment of a person as a trustee;

(iii) is signed by the person who is to be proposed to show his or her willingness to be appointed.

(d) The appointment of a trustee, whether by the charity in an annual general meeting or an extraordinary general meeting or by the other trustees, must not exceed any number fixed in accordance with this constitution as the maximum number of trustees.

12 Powers and responsibilities of trustees

(1) The trustees must ensure that they with the Steering Group carry out proper procedures to manage the business of the charity and they have the following powers in order to further the aims and objects (but not for any other purpose). The trustees may delegate some or all of these powers to the Steering Group:

- (a) to raise funds. In doing so, the trustees must not undertake any taxable and permanent trading activity and must comply with any statutory regulations;
- (b) to buy, take on lease or in exchange, hire or otherwise acquire any property, to maintain and equip it for use;
- (c) to sell, lease or otherwise dispose of all or any part of any property belonging to the charity. In exercising this power, the trustees must comply as appropriate with sections 117 – 122 of the Charities Act 2011;
- (d) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them, inviting as appropriate representatives from these bodies to any meeting in an advisory capacity, but not divulging information or personal details restricted under Data Protection or similar legislation;
- (e) to support and work with any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
- (f) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves.
- (g) to obtain and pay for such goods and services as are necessary for carrying out the work of the charity;
- (h) to open and operate such bank and other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

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- (i) to do the above and all such other lawful things as are necessary for the achievements of the objects.
- (2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.
- (3) Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.

13 Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the charity;
- (3) in the written opinion, given to the charity, 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;
- (4) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

14 Proceedings of trustees

- (1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) Any trustee may call a meeting of the trustees or of the Steering Group to which they have given delegated responsibilities. The trustees shall hold a minimum of two meetings per annum. Minutes of these meetings shall be taken.
- (3) The secretary must call a meeting of the trustees if requested to do so by a trustee.
- (4) Questions arising at a trustees' meeting must be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- (6) No decision may be made by the trustees unless a quorum is present at the time the decision is to be made.
- (7) The quorum shall be two or the number nearest to one-third of the total number of trustees, whichever is the greater or such larger number as may be decided from time to time by the trustees.
- (8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.

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- (9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling an extraordinary general meeting.
- (10) The person elected as the Chair shall chair meetings of the trustees. If the Chair has given apologies or is not present, the trustees present shall for that meeting appoint a Chair from among their number.
- (11) The person appointed to chair meetings of the trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the trustees.
- (12) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.
- (13) The resolution in writing may comprise several documents containing the text of the resolution in like format each signed by one or more trustees.

15 Conflicts of interests and conflicts of loyalties

Charity trustees 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 charity or in any transaction or arrangement entered into by the charity which has not been previously declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

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

16 Saving provisions

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

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

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- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred on him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 15 (Conflicts of interests and conflicts of loyalties).

17 Delegations

(1) The trustees may delegate any of their powers or functions to the Steering Group or to a committee which includes two or more trustees but the terms of any such delegation must be recorded in the Minute Book.

(2) The trustees may impose conditions when delegating, including the conditions that:

- (a) the relevant powers are to be exercised exclusively by the Steering Group or other sub-committee to whom they delegate;
- (b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.
- (c) all cheques drawn on the charity's bank account(s) must be signed by at least two officers/agreed persons.

(3) The trustees at a meeting of trustees properly called may revoke or alter a delegation.

(4) All acts and proceedings of the Steering Group or any other committee must be fully and promptly reported to the trustees.

18 Irregularities in proceedings

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a Steering Group or other committee, 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 interests or otherwise;

if, without:

- (d) the vote of that trustee; and
- (e) 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 on him or her by a resolution of the trustees or of a Steering Group or other committee if the resolution would otherwise have been void.

(3) No resolution or act of
(a) the trustees

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- (b) the Steering Group or any committee
- (c) the charity in annual general meeting or extraordinary general meeting

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

19 Minutes and Records

The trustees must keep minutes and records of all:

- (1) appointments of officers and trustees made by the trustees;
- (2) proceedings at meetings of the charity;
- (3) meetings of the trustees and Steering Group and other committees including:
 - (a) the names of the trustees and others present at the meeting;
 - (b) the decisions made at the meeting; and
 - (c) where appropriate the reasons for the decisions.
- (4) members of the charity, individual and corporate;
- (5) assets held by the charity;

20 Accounts, Annual Report, Annual Return

- (1) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
 - (a) the keeping of accounting records for the charity;
 - (b) the preparation of annual statements of account for the charity;
 - (c) the transmission of the statements of account to the Commission;
 - (d) the preparation of an Annual Report and its transmission to the Commission;
 - (e) the preparation of an Annual Return and its transmission to the Commission.
- (2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provisions of such a statement prepared by another body.

21 Registered particulars

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

22 Appointment of officers and other Steering Group members

- (1) Officers

The charity shall have the following officers;

- (a) A Chair – this post shall in the first instance be offered to the incumbent Mayor of Calderdale Metropolitan Borough Council. If the Mayor does not wish to take

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up this position the Chair shall, until the next annual general meeting, be the Vice-Chair.

- (b) A Vice-Chair
- (c) A Secretary,
- (d) A Treasurer,
- (e) An Assistant Treasurer

- (2) With the exception of the Mayor of Calderdale Metropolitan Borough Council all officers must be members of the charity or be the nominated representative of an organisation that is a member of the charity.
- (3) The Steering Group may co-opt a maximum of three people who remain co-opted and voting members of the Steering Group until the following AGM or until the co-option is rescinded. There is no limit to the number of times a person may be co-opted to the Steering Group. Every effort is to be made to have a Steering Group that has members from all of the world faiths present in Calderdale.
- (4) Officers are appointed for a term of office as described in sub-clause (5) below. As and when an officer's term of office comes to a conclusion the new officer shall be appointed by a vote taken at the annual general meeting. Trustees may be appointed to act as officers.
- (5) Each of the officers shall retire with effect from the conclusion of the annual general meeting next after he or she has been an officer for a period of three years, but is eligible for re-election at that general meeting.
- (6) No-one may be elected as an officer at the annual general meeting unless prior to the meeting the charity is given a notice that:
 - (a) is signed by a member entitles to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as an officer;
 - (c) is signed by the person who is to be proposed to show his or her willingness to be appointed.

23 Steering Group Procedural Matters

The provisions of clauses 14, 15, 16 and 17 shall relate to the Steering Group including its officers and other members as well as to trustees.

24 General meetings

- (1) The charity must hold a general open meeting within twelve months of the date of the adoption of this constitution.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- (3) All general meetings other than annual general meetings and extraordinary general meetings shall be called general open meetings. At least two general open meetings shall be held per annum.
- (4) The trustees may call an extraordinary general meeting at any time.

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

(6) Non-members may be invited by the trustees or Steering Group to attend general open meetings as appropriate.

(7) Any member may make recommendations on any agenda item at a general open meeting or raise an issue for consideration; such recommendations and issues will then be considered by the trustees and Steering Group, who will decide on any action to be taken. The decision would be reported to the next general open meeting.

(8) If members consider that the decision was not properly made and that the trustees and Steering Group members are not fit and appropriate to hold office it is open to them to consider a course of action via the Charity Commission.

25 Notice

(1) The minimum period of notice required to hold any annual general meeting, extraordinary general meeting or general open meeting of the charity is fourteen clear days from the date on which the notice is deemed to be given.

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

(3) The notice must be given to all the members and to the trustees. The Notice may be given by post, by hand or by electronic means.

26 Quorum

(1) No items of business may be discussed or decided at general meetings unless a quorum is present.

(2) A quorum is:

(a) 10 members; or

(b) one tenth of the total membership at the time,
whichever is the greater.

(3) If:

(a) a quorum is not present within half an hour from the time appointed for the meeting;
or

(b) during a meeting a quorum ceases to be present,

the meeting shall be adjourned to such time and place as the trustees shall determine.

(4) The trustees must re-convene the meeting and must give at least seven days' clear notice of the re-convened meeting stating the date time and place of the meeting.

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

27 Chair

(1) The Mayor of Calderdale shall be invited to be Honorary Chair of the charity, chairing the annual general meetings, general open meetings and any extraordinary general meetings. If the Mayor has indicated in advance that he/she does not wish to take up this position or cannot attend a meeting, the Vice-Chair shall chair the meeting. In the case that the Mayor is expected but has not arrived within fifteen minutes of the time appointed for the meeting, a trustee nominated by the trustees present shall chair the meeting until the arrival of the Mayor.

(2) If there is only one trustee present and willing to act, he or she shall chair the meeting.

(3) If fifteen minutes after the time appointed for the meeting no trustee is present and willing to chair the meeting, the members present and entitled to vote must choose one of their number to chair the meeting.

28 Adjournments

(1) The members present at a meeting may by a show of hands resolve that the meeting may be adjourned.

(2) The person who is chairing the meeting must decide the date time and place where the meeting is to be re-convened unless those details are specified in the resolution to adjourn.

(3) No business shall be conducted at an adjourned meeting unless it could properly be conducted at the meeting had the adjournment not taken place.

(4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

29 Votes

(1) At any time when a vote is to be taken, each faith group present shall be entitled to two votes but if there is an equality of votes the chair of the meeting shall have a casting vote in addition to any other vote he/she may have made. Each faith group present at the meeting shall select two of its number to have Voting Cards for that meeting.

(2) Organisations which are members do not have voting rights.

30 Representatives of other bodies

Any organisation that supports the charity's aims and objects may be a non-voting member of the charity.

31 Insurance

The trustees must arrange suitably for public liability and employer's liability insurance.

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32 Notices and formal communications

- (1) Any notice required by this constitution to be given to or by any person must be:
 - (a) in writing; or
 - (b) given using electronic communications.
- (2) The charity may give any notice to a member either:
 - (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- (3) It is the responsibility of every member to ensure that the Secretary has been provided with the member's current address and where possible an email address. All correspondence shall normally be sent to the email address.
- (4) A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

33 Rules of Conduct

- (1) The trustees may from time to time make rules or bye-laws for the conduct of their business.
- (2) The bye-laws may regulate the following matters but are not restricted to them;
 - (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the charity in relation to one another, and to anyone working in a paid or unpaid capacity;
 - (c) the procedure at general meetings and meetings of the trustees and other members of the Steering Group in so far as such procedure is not regulated by this constitution;
 - (d) the keeping and authentication of records.
 - (e) generally, all such matters as are commonly the subject matter of such rules of an unincorporated association.
- (3) The trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the charity.
- (4) The rules or bye-laws shall be binding on all members of the charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

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34 Disputes

If a dispute arises between members of the charity about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be solved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

35 Interpretation

In this constitution “connected person” means:

- (1) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- (2) the spouse or civil partner of the trustee or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (1) or (2) above;
- (4) an institution which is controlled –
 - (a) by the trustee or any connected person falling within sub-clause (1), (2), or (3) above;
 - (b) by two or more persons falling within sub-clause (4)(a), when taken together
- (5) a body corporate in which –
 - (a) the charity trustee or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
- (6) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this clause.

Signatures

Date

Chair of the meeting

Proposer of adoption

Secunder of adoption

Existing Trustees present