

Date of constitution (last amended): Friday 18 November 2016

### **1. Name**

The name of the Charitable Incorporated Organisation (“the CIO”) is The Association of Southeast Asian Studies in the United Kingdom (“ASEASUK”).

### **2. National location of principal office**

The principal office of the CIO is: c/o Centre of South East Asian Studies, SOAS, University of London, Thornhaugh Street, Russell Square, London WC1H 0XG

### **3. Objects**

The overall object of ASEASUK is to advance the education of the public on the subject of South-east Asia and to promote research for the public benefit in all disciplines of that subject and to disseminate the useful results by such means as the trustees see fit.

\*“Southeast Asia” includes the countries of Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste, Vietnam.

Nothing in this constitution shall authorise an application of the property of ASEASUK for purposes which are not charitable, in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

### **4. Powers**

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

- (1) employ and remunerate such staff as are necessary for carrying out the work of ASEASUK. 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;
- (2) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of ASEASUK 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 ASEASUK must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of ASEASUK or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of ASEASUK.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at ASEASUK’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 ASEASUK may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of ASEASUK. This does not prevent a member who is not also a charity trustee receiving:

- (a) a benefit from ASEASUK as a beneficiary of ASEASUK;
  - (b) reasonable and proper remuneration for any goods or services supplied to ASEASUK.
- (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 ASEASUK on terms preferential to those applicable to members of the public;
- (b) sell goods or services to ASEASUK;
- (c) be employed by, or receive any remuneration from, ASEASUK;
- (d) receive any other financial benefit from ASEASUK 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 a monetary value.

### **(2) Scope and powers permitting trustees’ or connected persons’ benefits**

- (a) A charity trustee or connected person may receive a benefit from ASEASUK as a beneficiary provided that it is available generally to the beneficiaries of ASEASUK.
- (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 ASEASUK where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide ASEASUK with goods that are not supplied in connection with services provided to ASEASUK by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to ASEASUK 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 take part in the normal trading and fund-raising activities of ASEASUK on the same terms as members of the public.

### **(3) Payment for supply of goods only – controls**

ASEASUK 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 ASEASUK and the charity trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

- (c) The other charity trustees are satisfied that it is in the best interests of ASEASUK to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
  - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to ASEASUK.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
  - (f) The reason for their decision is recorded by the charity trustees in the minute book.
  - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:

“connected person” includes any person within the definition set out in clause 3 (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 ASEASUK or in any transaction or arrangement entered into by ASEASUK which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of ASEASUK and any personal interest (including but not limited to any financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8. Liability of members to contribute to the assets of ASEASUK if it is wound up**

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

## **9. Membership of ASEASUK**

### **(1) Admission of new members**

#### **(a) Eligibility**

Membership of ASEASUK is open to any person or organisation interested in the development of academic or professional Southeast Asian matters in the United Kingdom and who, by applying for membership, has indicated their agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

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

b) Classes of membership

There shall be 4 classes of membership

- (i) Individual membership
- (ii) Student membership
- (iii) Institutional or Corporate membership, represented by 1 nominated individual.
- (iv) Life membership

(b) Admission procedure

The charity 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 CIO 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 21 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.

**(2) Transfer of membership**

Membership of ASEASUK cannot be transferred to anyone else except in the case of a corporate body or an organisation which is not incorporated, whose membership may be transferred 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 ASEASUK to exercise his or her powers as a member of ASEASUK in the way he or she decides in good faith would be most likely to further the purposes of ASEASUK.

**(4) Termination of membership**

(a) Membership of ASEASUK comes to an end if:

- (i) the member dies, or, in the case of an organisation, that organisation ceases 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 ASEASUK is not paid in full within six months of its falling due; or

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

#### **(5) Membership fees**

ASEASUK may require members to pay reasonable membership fees to ASEASUK.

### **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 ASEASUK may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

#### **(2) Taking ordinary decisions by vote**

Subject to sub-clause (4) of this clause, any decision of the members of ASEASUK may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting (including votes cast by postal or electronic ballot, and proxy votes).

#### **(3) Taking ordinary decisions by written resolution without a general meeting**

- (a) Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:
  - (i) a copy of the proposed resolution has been sent to all the members eligible to vote; and
  - (ii) a simple majority of members has signified its agreement to the resolution in a document or documents which are received within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as ASEASUK has specified.

- (b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.
- (c) Eligibility to vote on the resolution is limited to members who are paid-up members of ASEASUK on the date when the proposal is first circulated in accordance with paragraph (a) above.
- (d) Not less than 10% of the members of ASEASUK may request the charity trustees to make a proposal for decision by the members.
- (e) The charity trustees must within 21 days of receiving such a request comply with it if:
  - (i) The proposal is not frivolous or vexatious and does not involve the publication of defamatory material;
  - (ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
  - (iii) Effect can lawfully be given to the proposal if it is so agreed.
- (f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

#### **(4) Decisions that must be taken in a particular way**

- (a) Any decision to amend this constitution must be taken in accordance with clause 29 of this constitution (Amendment of Constitution).
- (b) Any decision to wind up or dissolve ASEASUK must be taken in accordance with clause 30 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of ASEASUK 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) Annual general meeting**

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

#### **(2) Other types of general meeting**

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

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

#### **(3) Calling general meetings**

- (a) The Charity Trustees:
  - (i) must call the AGM of the members of ASEASUK 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 ASEASUK if:
  - (i) they receive a request to do so from at least 10% of full members of ASEASUK; 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 ASEASUK 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 ASEASUK must be held within 28 days from the date on which it is called.
- (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) ASEASUK 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 ASEASUK shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

#### **(4) Notice of general meetings**

- (a) The charity trustees, or, as the case may be, the relevant members of ASEASUK, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of ASEASUK who is not a member.
- (b) If it is agreed by not less than 75% of all members of ASEASUK, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (4)(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 ASEASUK 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 reelection as trustee, or

where allowed under clause 23 (Use of electronic communication), details of where the information may be found on ASEASUK'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 ASEASUK.

#### **(5) Chairing of general meetings**

The person nominated as Chair by the charity trustees under clause 29(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 ASEASUK who are present at a general meeting shall elect a chair to preside at the meeting.

#### **(6) Quorum at general meetings**

- (a) No business may be transacted at any general meeting of the members of ASEASUK unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 10% of the membership or six full members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the Chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to ASEASUK's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

#### **(7) Voting at general meetings**

- (a) Any decision other than one falling within clause 10 (4) (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 postal votes). 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 in person or by proxy at the meeting.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the Chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:

- (i) at the meeting at which it was demanded; or
- (ii) at some other time and place specified by the Chair; or
- (iii) through the use of postal or electronic communications.

(e) In the event of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall have a second, or casting vote.

(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the Chair of the meeting shall be final.

### **(8) Representation of organisations and corporate members**

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

### **(9) Adjournment of meetings**

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

## **12. Charity trustees**

### **(1) Functions and duties of charity trustees**

Members of the Executive Committee of ASEASUK will become trustees of ASEASUK on first election to the Executive Committee (unless they are ineligible for one of the reasons described in clause (2) below) and will remain a trustee until they leave the Executive Committee. The Executive Committee will manage the affairs of ASEASUK and may for that purpose exercise all the powers of ASEASUK. 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 ASEASUK in the way he or she decides in good faith would be most likely to further the purposes of ASEASUK; 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 ASEASUK 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**

- (b) Every charity trustee must be a natural person.
- (c) Membership of the Executive Committee (including renewal of Executive Committee membership) is through nomination and support of two other full members of ASEASUK.
- (d) Each nominee must have been a full member of ASEASUK for at least a year prior to being nominated.
- (d) No one may be appointed as a charity 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)(d).
- (e) No-one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

## **(3) Number of charity trustees**

There must be at least seven charity trustees who are elected from amongst the members of ASEASUK. If the number falls below this minimum, the remaining trustees may appoint a new charity trustee. There is no maximum number of trustees. The Executive Committee shall be empowered to co-opt up to four additional members if necessary to provide representation for interests and institutions not already adequately provided for as the result of the election or to provide for adequate coverage of necessary tasks to be performed by the Executive Committee. Co-opted members will not automatically become charity trustees unless invited to become so by the other Trustees

## **(4) First charity trustees**

The first charity trustees of ASEASUK are:

Graeme William Walter Barker

Michael Walter Charney

Matthew Isaac Cohen

Alan Collins

Tomas Larsson

Claudia Merli

Deirdre McKay

### **13. Appointment of charity trustees**

(1) At every AGM of the members of ASEASUK, all members of the Executive Committee who have stood for four years shall retire from office.

(2) Prior to the AGM the Secretary will seek nominations for membership of the Executive Committee, including willingness to stand again by members who have only served one four-year term.

(3) The vacancies arising may be filled by the decision of the members at the AGM; any vacancies not filled at the AGM may be filled as provided in sub-clause (4) of this clause. If there are more nominations than vacancies on the Executive Committee and a resolution cannot be reached at the AGM then the Secretary will organise an election.

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

(5) A person so appointed by the members of ASEASUK shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the AGM next following the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

(6) The Executive Committee shall elect a Chair from amongst its members and may co-opt or appoint a Treasurer and Secretary if these roles are not covered by elected members of the Executive Committee.

### **14. Information for new charity trustees**

The members of Executive Committee will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this Constitution and any amendments made to it; and
- (b) a copy of the CIO's latest Trustees' Annual Report and Statement of Accounts.

### **15. Retirement and removal of charity trustees**

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

- (a) retires by notifying the CIO in writing (but only if enough members of the Executive Committee will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of one year and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

## **16. Reappointment of charity trustees**

Any person who retires as a charity trustee by rotation or by giving notice to ASEASUK is eligible for reappointment. A member of the Executive Committee who has served for two consecutive terms may not be reappointed for a third consecutive term but may be reappointed after an interval of at least three years.

## **17. Taking of decisions by charity trustees**

Any decision may be taken either:

- at a meeting of the Executive Committee; or
- by resolution in writing or electronic form agreed by all of the members of the Executive Committee, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

## **18. Delegation by charity trustees**

(1) The members of the Executive Committee may delegate any of their powers or functions to a sub-committee or sub-committees and, if they do, they must determine the terms and conditions on which the delegation is made. The members of the Executive Committee 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 charity trustees, but is subject to the following requirements -

- (a) a sub-committee may consist of two or more persons, but at least one member of each sub-committee must be a member of the Executive Committee;
- (b) the acts and proceedings of any sub-committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## **19. Research Committee**

- (1) In accordance with clause 18(1) (Delegation by charity trustees) the Executive Committee shall appoint a Research Committee of three members, at least one of whom should also be a member of the Executive Committee.
- (2) The Executive Committee shall appoint the Chair and Secretary of the Research Committee for the purpose of raising research funds and deciding upon their allocation on behalf of ASEASUK.
- (3) Membership of the Research Committee will be chosen from amongst the membership of ASEASUK, ensuring that a balance is achieved as far as possible across major academic disciplines, country and language specialities, British universities, and gender.
- (4) Appointments to the Research Committee shall be for a four-year period, renewable once.

- (5) Nominations to the Research Committee can be made by other members of the Research Committee, the Executive Committee or any full member of ASEASUK. The final decisions on appointments are made by the Executive Committee.
- (6) The proceedings of the Research Committee will be reported back to the Executive Committee at each Executive Committee meeting.

## **20. Meetings and proceedings of charity trustees**

### **(1) Calling meetings**

- (a) Any member of the Executive Committee may request the Secretary to call a meeting of the Executive Committee outside the agreed schedule of meetings.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

### **(2) Chairing of meetings**

The meetings will be chaired by the current Chair of ASEASUK. If the person appointed is unable to preside, 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 five Executive Committee members or the number nearest to one third of the total number, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (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 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 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.

## **21. Saving provisions**

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

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

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

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

## **22. Execution of documents**

(1) ASEASUK shall execute documents by signature.

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

## **23. Use of electronic communications**

(1) ASEASUK 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.

## **24. Keeping of Registers**

ASEASUK 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.

## **25. Minutes**

The charity trustees must keep minutes of all:

(1) appointments of officers made by the charity trustees;

(2) proceedings at general meetings of ASEASUK;

(3) meetings of the charity trustees and committees of ASEASUK including:

- the names of the trustees and other persons present at the meetings;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

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

## **26. Accounting records, accounts, annual reports and returns, register maintenance**

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of ASEASUK, within 10 months of the financial year end.

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

## **27. 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 ASEASUK, 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 ASEASUK on request.

## **28. Disputes**

If a dispute arises between members of ASEASUK 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.

## **29. 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 ASEASUK; or

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

(2) Any alteration of clause 3 (Objects), clause 30 (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 ASEASUK 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 ASEASUK'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.

## **30. Voluntary winding up or dissolution**

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

(a) at a general meeting of the members of ASEASUK 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 ASEASUK.

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

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

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of ASEASUK shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of ASEASUK.

(3) ASEASUK must observe the requirements of the Dissolution Regulations in applying to the Commission for ASEASUK 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 ASEASUK;

(ii) a declaration by the charity trustees that any debts and other liabilities of ASEASUK 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 ASEASUK 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 ASEASUK, and to any charity trustee of ASEASUK who was not privy to the application.

(4) If ASEASUK is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### **31. Interpretation**

In this constitution:

“connected person” means:

(a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within subclause (a) or (b) above;

(d) an institution which is controlled –

(i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or

(ii) by two or more persons falling within sub-clause (d)(i), when taken together

(e) a body corporate in which –

(i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or

(ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

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

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

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

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

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

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

This document was agreed as the constitution of ASEASUK at the meeting of the Executive Committee held in London 18 November 2016.

Signed and dated:

*Dina Mackay* 18/11/2016  
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*Michael W. O'Leary* 18/11/2016  
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*Genevieve Baker* 18/11/2016  
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*Thomas Law* 18/11/2016  
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*Claretha Paul* 18/11/2016  
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*A. Collins* 18/11/2016  
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*AME* 18/11/2016  
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