

# **European Shakuhachi Society**

## **Constitution**

**Adopted on the 6th day of August 2006**

### **Part 1**

#### **1. Adoption of the Constitution**

The association (to be named “European Shakuhachi Society, cf. article 2) and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

#### **2. Name and legal standing**

(1) The name of the society shall be the “European Shakuhachi Society” (abbreviated “ESS”). This will be translated into German as “Europäische Shakuhachi-Gesellschaft”, into French as “Fédération Européenne du Shakuhachi”, and into Japanese as Ōshū shakuhachi kyōkai”. Translations of the title into other languages may be made as deemed appropriate by the Trustees.

(2) The ESS is governed by the law of England and Wales.

#### **3. Objects**

(1) The object of ESS is to advance the education of the public in the study, practice and appreciation of the Shakuhachi (the Japanese bamboo flute).

#### **4. Application of the Income and Property**

(1) The income and property of the ESS shall be applied solely towards the promotion of the Objects.

(2) A Trustee may pay out of, or be reimbursed from, the property of the ESS reasonable expenses properly incurred by him or her when acting on behalf of the ESS.

(3) None of the income or property of the ESS may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the ESS. This does not prevent:

(a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the ESS;

(b) a Trustee from:

(i) buying goods or services from the ESS upon the same terms as other members or members of the public;

(ii) receiving a benefit from the ESS in the capacity of a beneficiary of the ESS, provided that the Trustees comply with the provisions of sub clause (6) of this clause, or as a member of the ESS and upon the same terms as other members;

(c) the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the ESS but excluding:

- (i) fines;
- (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
- (iii) liabilities to the ESS that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the ESS or in respect of which the person concerned did not care whether that conduct was in the best interests of the ESS or not.

(4) No Trustee may be paid or receive any other benefit for being a Trustee.

(5) A Trustee may:

- (a) sell goods, services or any interest in land to the ESS;
- (b) be employed by or receive any remuneration from the ESS;
- (c) receive any other financial benefit from the ESS, if:
- (d) he or she is not prevented from so doing by sub-clause (4) of this clause; and
- (e) the benefit is permitted by sub-clause (3) of this clause; or
- (f) the benefit is authorised by the Trustees in accordance with the conditions in sub-clause (6) of this clause.

(6)

(a) If it is proposed that a Trustee should receive a benefit from the ESS that is not already permitted under sub-clause (3) of this clause, he or she must:

- (i) declare his or her interest in the proposal;
- (ii) be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
- (iii) not be counted in determining whether the meeting is quorate;
- (iv) not vote on the proposal.

(b) In cases covered by sub-clause (5) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the ESS to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).

(c) The Trustees may only authorise a transaction falling within paragraphs 5(a)–(c) of this clause if the Trustee body comprises a majority of Trustees who have not received any such benefit.

(d) If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the ESS the value of any benefit received by the Trustee from the ESS.

(7) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the ESS and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.

(8) In this Clause 4, “Trustee” shall include any person firm or company connected with the Trustee.

## **5. Dissolution**

(1) If the members resolve to dissolve the ESS the Trustees will remain in office as ESS Trustees and be responsible for winding up the affairs of the ESS in accordance with this clause.

(2) The Trustees must collect in all the assets of the ESS and must pay or make provision for all the liabilities of the ESS.

(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 ESS;

(c) in such other manner as the Charity Commissioners for England and Wales (“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 ESS specifying the manner in which the Trustees are to apply the remaining property or assets of the ESS 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 net assets of the ESS be paid to or distributed among the members of the ESS (except to a member that is itself a charity).

(6) The Trustees must notify the Commission promptly that the ESS has been dissolved. If the Trustees are obliged to send the ESS’s accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the ESS’s final accounts.

## **6. Amendments**

(1) The ESS 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 ESS cease to be a Charity at law;

(b) no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the ESS;

(c) no amendment may be made to clause 4 without the prior written consent of 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 a general meeting.

(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 of the members present and voting at a general meeting.

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

## **7. Activities**

(1) Activities of the ESS may include, but not necessarily be limited to, the following:

- regular summer schools and festivals open to shakuhachi players and interested members of the public (on an annual basis or with some other frequency, as decided by the ESS membership or their elected representatives)

- other forms of shakuhachi tuition by members and other players, as opportunity presents itself, including, but not limited to, workshops, masterclasses and lectures

- concerts by members and other players

- publication of newsletter for information of members and other interested players.

The publication format will be primarily online, with print formats available to members without internet access

- publication of a refereed academic journal dedicated to musicological research surrounding the shakuhachi and related topics. The publication format will be online.

- publication of musical works such as compositions and arrangements of music by members incorporating shakuhachi. Publication formats may include, but not be limited to, scores, audio and video recordings in print, recording media such as CD and DVD, and online media such as html documents, streaming audio and video.

- creation of an ESS recording label for publication of recording media

- funding of educational activities by individual members, including scholarships for tuition and support for projects proposed by members, should funds be available. Allocation of funds to projects mooted by members will be decided by a committee of review to be appointed by the membership body of ESS, and which will convene in person or via electronic media as appropriate.

(2) Participation in summer schools and other activities such as concerts will be open to the general public as well as to members of ESS. Members of ESS will benefit from a discounted price for such activities. The level of discount for members will be decided by the Trustees on a case-to-case (that is, activity-to-activity) basis.

(3). Depending on financial viability, ESS members or other individuals who function in leadership roles as part of ESS activities may be offered appropriate financial recompense (e.g. teachers at Summer Schools may be offered financial assistance with travel costs or a stipend for time spent teaching).

(4). Written publications will be presented, wherever feasible, in English, French and German. The Trustees may authorise publication in additional languages where appropriate. The publications officer (member of the Trustees) will be responsible for coordinating translations by ESS members with a high level of fluency in these languages (ideally, two native speakers for each language to be published).

(5). The ESS aims to present its educational activities in a fashion so as to incorporate without bias or prejudice the various forms and directions of shakuhachi in Europe. This representation aims to be non-sectarian, with educational activities not limited to or favouring any individual school of playing. In so doing, the ESS undertakes to be multilingual, with publications and educational activities to be made available in as many of the members' languages as are feasible and necessary for effective communication. It is envisaged that these will include, but not necessarily be limited to, English, French, German and (if necessary) Japanese.

## **8. Summer School Organisation**

(1) One of primary activities of the ESS will be to organise and carry out annual shakuhachi summer schools in Europe. This activity will constitute one of the society's main forms of educational outreach.

(2) The main teaching corps at the summer schools will be drawn from the pool of experienced shakuhachi teachers (Japanese or non-Japanese) resident in Europe, in order to provide teaching continuity.

(3). It is the aspiration of the ESS that teachers from Japan will be invited to teach at every summer school in addition to the European teachers. The choice of Japanese teachers will be made by the ESS member(s) primarily responsible for organisation of the summer school in question, and will reflect the main focus of that particular summer school.

(4) In the summer schools, a balance between diversity and continuity of teaching within the various schools of shakuhachi playing will be sought. For this reason, it is intended that the Japanese teachers invited to the summer schools should vary from year to year, subject to financial conditions, availability, and willingness to participate, in order to ensure a diversity of experience for the participants. At its discretion, however, the ESS Trustees may decide that exceptional circumstances warrant the invitation of the same Japanese teachers during successive years, in order to strengthen teaching continuity.

(5) Invitation of teachers from within Europe or elsewhere outside of Japan will be subject to discussion and negotiation between summer school organisers and the ESS Trustees, so as to assure balance, continuity and development in the teaching offered at the summer schools.

## **Part 2**

### **9. Membership**

(1) Membership is open to individuals over eighteen or organizations, who are players of shakuhachi and other parties interested in shakuhachi, in Europe or beyond, irrespective of affiliation to any given school or style of shakuhachi playing, and who are approved by the Trustees.

(2)

(a) The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the ESS to refuse the application.

(b) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

(c) The Trustees must consider any written representations the applicant may make about the decision. The Trustees' 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 and addresses of the members which must be made available to any member upon request.

(5) An annual fee will be charged for simple membership of ESS. The fee will cover membership for a calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December. No proportional rebate will be made for members who join in midyear. The amount of this fee will be determined from time to time by the membership body or its representatives. At the time of establishment of ESS, the fee for individual membership will be set at €20 (20 Euros) for those in employment or with demonstrated earning capacity (including professional musicians and self-employed), and €10 (10 Euros) for unemployed, full-time students and those without demonstrated earning capacity. There will be no additional joining fee.

(6). There will be three levels of membership:

i) Honorary members. This form of membership may be offered by the Trustees to individuals who have made a significant contribution to the development and furtherance of the ESS.

ii) Benefactor members. These are members who have contributed more than double the usual annual membership fee. They will be granted a discount, to be decided on a case-to-case basis by the board, off the cost of participation in ESS activities.

iii) Ordinary members. These are members who have contributed the usual annual fee. All members in all categories will have equal voting rights at annual or extraordinary general meetings (one vote per individual).

(7) The number of members possible within ESS will be open-ended, that is, there will be no restriction on membership numbers.

(8) Membership will initially take the form of individual members. If deemed necessary, ESS may, at a general meeting, approve the introduction of other membership categories, including but not limited to group, corporate and institutional memberships, with fees to be decided to the Trustees.

## **10. Termination of Membership**

Membership is terminated if:

(1) the member dies or, if it is an organisation, ceases to exist;

(2) the member resigns by written notice to the ESS unless, after the resignation, there would be less than two members;

(3) any sum due from the member to the ESS is not paid in full within six months of it falling due;

(4) the member is removed from membership by a resolution of the Trustees that it is in the best interests of the ESS that his or her membership is terminated. A resolution to remove a member from membership 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 at which the resolution 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 ESS) has been allowed to make representations to the meeting.

## **11. General Meetings**

- (1) The ESS must hold a general meeting within twelve months of the date of the adoption of this constitution.
- (2). An annual general meeting of ESS must be held in each subsequent year, usually as part of the annual Summer School or European Shakuhachi Festival. Should such a school or festival not be held in any given year, another date and venue may be set of an annual general meeting. This may include the use of online media to create a Virtual Annual General Meeting. Not more than 15 months may elapse between successive Annual General Meetings
- (3) The regular business of the Annual General Meeting will include, but not be limited to:
  - election of Trustees members
  - perusal and approval of a financial report by the outgoing treasurer. (Copies of the report are to be available online one month in advance of the annual general meeting.)
  - election of members of any other committees (editorial. funding) as may be necessary from time to time
- (4) All general meetings other than annual general meetings shall be called special general meetings.
- (5) The Trustees may call a special general meeting at any time, to discuss any extraordinary business arising of an urgent nature and of relevance to the membership body as a whole.
- (6) The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, which ever 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 a special general meeting but in doing so they must comply with the provisions of this Constitution.

## **12. Notice**

- (1) The minimum period of notice required to hold any general meeting of the ESS is fourteen clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) 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, the notice must say so.
- (4) The notice must be given to all the members and to the Trustees.

## **13. Quorum**

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is ten members entitled to vote upon the business to be conducted at the meeting; or one tenth of the total membership at the time, whichever is the greater.
- (3) The authorised representative of a member organisation shall be counted in the quorum.

(4) 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.

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

(6) 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.

#### **14. Chair**

(1) General meetings shall be chaired by the person who has been elected as Chair.

(2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.

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

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

#### **15. Adjournments**

(1) The members present at a meeting may resolve that the meeting shall be adjourned.

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

(3) No business shall be conducted at an adjourned meeting unless it could properly have been 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.

#### **16. Votes**

(1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

(2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it

had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

## **17. Representatives of Other Bodies**

(1) Any organisation that is a member of the ESS may nominate any person to act as its representative at any meeting of the ESS.

(2) The organisation must give written notice to the ESS of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the ESS. The nominee may continue to represent the organisation until written notice to the contrary is received by the ESS.

(3) Any notice given to the ESS will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The ESS shall not be required to consider whether the nominee has been properly appointed by the organisation.

## **18. Creation of Sub-chapters**

If deemed necessary in the future, the Trustees may authorise the creation of sub-chapters of ESS, representing the interests of smaller groups within the society, such as but not limited to groups of members based in specific countries. The ESS as an umbrella body then undertakes to coordinate information dissemination and mediate as necessary between such sub-chapters. Sub-chapters so created will be required to abide by the constitution of the ESS as a whole.

## **19. Officers and Trustees**

(1) The ESS and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution. The Officers and other members of the committee shall be the Trustees of the ESS and in this constitution are together called “the Trustees”.

(2) The ESS will have the following administrative committee of Trustees consisting of five officers:

- (a) chairperson
- (b) treasurer
- (c) secretary
- (d) media and communications officer
- (e) publications officer

(3) A Trustee must be a member of the ESS or the nominated representative of an organisation that is a member of the ESS.

(4) Three Trustees must be registered as residents in the UK for the term of their service on the committee. Two members of the committee must be resident in European countries outside of the UK, and use a language other than English as their everyday language. These two committee members may not be resident in the same country or use the same non-English everyday language.

(5) Additionally, the committee members must represent at least two different schools of shakuhachi playing. It will be preferable for three or more schools to be represented on the committee.

(6) As the finances of the ESS will be based in the UK (cf. Article 19), it is recommended that the treasurer be registered as a resident of the UK.

(7) Membership of the administrative committee is honorary, that is, no remuneration will be paid to committee members for their work on the committee.

(8) Membership of the committee does not preclude committee members' participation and leadership in ESS activities (such as teaching at Summers Schools) or their receipt of financial recompense for such activities (e.g. financial assistance for travel costs or a stipend for teaching at Summer Schools). This clause is nevertheless subject to the provisions of subclauses 4 (5) and (6): only a minority of committee members may benefit under this sub clause 19 (8).

(9) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 22.

(10) The number of Trustees shall be not less than five but (unless otherwise determined by a resolution of the ESS in general meeting) shall not be subject to any maximum.

(11) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.

(12) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

## **20. The Appointment of Trustees**

(1) The ESS in general meeting shall elect the Officers and the other Trustees.

(2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as officers.

(3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

(4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the ESS is given a notice that:

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

(b) states the member's intention to propose the appointment of a person as a Trustee or as an officer;

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

(5)

(a) The appointment of a Trustee, whether by the ESS in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.

(b) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.

(6) There will be a five-year limit on the total re-elected term of office of any individual office bearer, unless a general meeting of members decides to allow an office-bearer to remain in office beyond this period.

## **21. Powers of Trustees**

(1) The Trustees must manage the business of the ESS and have the following powers in order to further the Objects (but not for any other purpose):

(a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

(b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(c) to sell, lease or otherwise dispose of all or any part of the property belonging to the ESS. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;

(d) to borrow money and to charge the whole or any part of the property belonging to the ESS as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if they intend to mortgage land;

(e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;

(g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other ESS formed for any of the Objects;

(h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(j) to obtain and pay for such goods and services as are necessary for carrying out the work of the ESS;

(k) 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. (cf. sub-clause (2) of this clause).

(l) to do all such other lawful things as are necessary for the achievement of the Objects;

(2) The Trustees will cause to be established a bank account for holding of membership fees and funding of activities. This account will be established in the UK. Where feasible, the account will operate in Euro (€). All members of the Trustees will be authorised as signatories to the account, with signatures of any two needed for cheques, papers etc. to be valid. The Trustees may authorise the establishment of additional accounts for specific purposes (e.g. publications, scholarships). The same conditions will apply to such accounts.

(3) The Trustees may appoint additional committees from time to time as necessary, for purposes such as, but not limited to, consideration of funding applications and issues,

refereeing of a proposed academic journal, and editing/approval of other publications.

Membership of such committees may consist of

- (i) individual members of ESS and/or
- (ii) Trustees.

Individual members may also be co-opted from time to time to assist with specific tasks e.g. the organisation of Summer Schools)

(4) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

(5) 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.

## **22. Disqualification and Removal of Trustees**

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

(1) is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

(2) ceases to be a member of the ESS;

(3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

(4) resigns as a Trustee by notice to the ESS (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.

## **23. 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.

(3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.

(4) Questions arising at a 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 a meeting of the Trustees unless a quorum is present at the time the decision is purported 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.

(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 a general meeting.

(10) The person elected as the Chair shall chair meetings of the Trustees.

(11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.

(12) 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.

(13) 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.

(14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

## **24. Delegation**

(1) The Trustees may delegate any of their powers or functions to a committee of 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:

- the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- no expenditure may be incurred on behalf of the ESS except in accordance with a budget previously agreed with the Trustees.

(3) The Trustees may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

(5) The purposes of additional committees will be such as, but not limited to, consideration of funding applications and issues, refereeing of a proposed academic journal, and editing/approval of other publications. Trustees may also sit on these additional committees. Individual members may also be co-opted from time to time to assist with specific tasks (e.g. the organization of Summer Schools).

## **25. Irregularities in Proceedings**

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a 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 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 the resolution would otherwise have been void.

(3) No resolution or act of

- (a) the Trustees
- (b) any committee of the Trustees
- (c) the ESS in general meeting

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

## **26. Minutes**

The Trustees must keep minutes of all:

- (1) appointments of Officers and Trustees made by the Trustees;
- (2) proceedings at meetings of the ESS;
- (3) meetings of the Trustees and committees of Trustees including:
  - the names of the Trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions.

## **27. Annual Report and Return and Accounts**

(1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:

- (a) the keeping of accounting records for the ESS;
- (b) the preparation of annual statements of account for the ESS;
- (c) the transmission of the statements of account to the ESS;
- (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.

## **28. Registered particulars**

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

## **29. Property**

(1) The Trustees must ensure the title to:

(a) all land held by or in trust for the ESS that is not vested in the Official Custodian of Charities; and

(b) all investments held by or on behalf of the ESS,  
is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.

(2) The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the ESS.

(3) The Trustees may remove the holding Trustees at any time.

## **30. Repair and insurance**

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the ESS (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

## **31. Notices**

(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 ESS 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) A member who does not register an address with the ESS or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the ESS.

(4) A member present in person at any meeting of the ESS shall be deemed to have received notice of the meeting and of the purposes for which it was called.

(5)

(a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

(c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

## **32. Rules**

(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 ESS (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 ESS in relation to one another, and to the ESS's employees and volunteers;

(c) the setting aside of the whole or any part or parts of the ESS's premises at any particular time or times or for any particular purpose or purposes;

(d) the procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;

(e) the keeping and authenticating of records. (If regulations made under this clause permit records of the ESS to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)

(f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The ESS in general meeting has the power to alter, add to or repeal the rules or bye-laws.

(4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the ESS.

(5) The rules or bye-laws shall be binding on all members of the ESS. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.