



WEST MIDLANDS 4x4 RESPONSE

CONSTITUTION REFERENCES

11. General meetings of members

11.3 Notice of general meetings

(a) The charity Trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity Trustee of the CIO who is not a member.

(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;

(v) include, with the notice for the AGM, the annual statement of accounts and Trustees' annual report, details of persons standing for election or re-election as Trustee

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

11.7 Proxy Voting (*view in entirety*)

24. Minutes

The charity Trustees must keep minutes of all:

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

(2) proceedings at general meetings of the CIO;

(3) meetings of the charity Trustees and committees of charity Trustees including:

- the names of the Trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

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

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

(1) The charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, 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 the CIO entered on the Central Register of Charities.