

THE COMMUNICATIONS AND PUBLIC SERVICE LIFEBOAT FUND

(formerly the Civil Service, Post Office and British Telecommunications
(CISPOTEL) Lifeboat Fund

(Registered Charity Numbers: 248421 – England and Wales; and SC041904 - Scotland)
CONSTITUTION

adopted on the 20th day of April 2011 amended 10 September 2019 (Ratified 22 November 2019)

1. TITLE

The Fund shall be known as the "COMMUNICATIONS AND PUBLIC SERVICE LIFEBOAT FUND." A short title "The Lifeboat Fund" may be used.

2. ADMINISTRATION

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 6.d. of this constitution ("the Executive Committee"), and acting as the charity's trustees.

3. OBJECTS

The objects of the Fund shall be the preservation and protection of life at sea by raising money to further the work of the Royal National Lifeboat Institution (RNLI) by providing from time to time the cost, in whole or in part, of replacement of Communications and Public Service Lifeboat Fund Lifeboats and/or of additional Lifeboats at other stations; and in any other related manner that may be agreed between The Lifeboat Fund and the RNLI.

4. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- a. power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- c. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- d. power to do all such other lawful things as are necessary for the achievements of the objects.

5. MEMBERSHIP

Civil Servants, Public sector Workers, employees of the Post Office and British Telecommunications, employees of other bodies as listed in the Civil Service Year Book, employees of other organisations which support the Fund, retired and former employees of all these organisations, shall be given the opportunity of making contributions to the Fund of such amounts and in such ways as they may wish; all such contributions shall be voluntary. Former employees of the above organisations who wish to retain an interest in The Lifeboat Fund can be Trustees and Fundraising Coordinators so long as there is no conflict of interest (commercial, personal and/or otherwise) and they are making an active contribution to the charity. For this purpose the Fund shall appoint its representative in each such organisation to arrange an annual collection or any other appeal for funds. When a new representative needs to be appointed, the Fund will consult with the appropriate organisation.

6. MANAGEMENT

- a. The Fund shall comprise a Council consisting of a Chair, up to two Deputy Chairs, an Honorary Secretary and an Honorary Treasurer (all the foregoing being the Officers), together with the Fund's representatives appointed in 5 above (without limit as to numbers), plus former and retired members from the organisations set out in 5 above. The offices of Honorary Secretary and Honorary Treasurer may not be combined.
- b. On the occurrence of vacancies among the Officers the appointments shall be filled by the Council either from within or from without its number.
- c. The Council shall appoint the Vice-Patrons of the Fund.
- d. The Council shall appoint annually an Executive Committee consisting of the Officers and not less than eight ordinary members of the Council to meet as necessary to administer the Fund, to receive the interim statements of accounts and to transact any other business requiring immediate attention.
- e. The Honorary Secretary and the Honorary Treasurer shall be empowered to conduct day-to-day business acting under direction of the Executive Committee. Unforeseen vacancies in these offices may be filled by the Executive Committee pending the next meeting of the Council.
- f. Minutes of the meetings of the Executive Committee (approved in the usual manner) shall be kept by the Honorary Secretary and circulated to members. The Honorary Secretary shall prepare and publish an Annual report incorporating the trustees' report, the financial statements and an account of the most recent Annual General Meeting.
- g. The Council shall meet once a year as prescribed in 10 below. It may be summoned on other occasions by the Chairman or either of the Deputy Chairmen or the Executive Committee or any ten members of the Council.

7. FINANCE

- a. The financial year shall end on 31st December each year.
- b. Accounts of the Fund shall be prepared annually and shall be independently examined or audited by professional accountants appointed by the Council.
- c. The arrangements for transmission to the Honorary Treasurer of all moneys collected and the Honorary Treasurer's banking arrangements shall be such as are prescribed from time to time by the Executive Committee in consultation with the Honorary Treasurer and ratified by the Council.

8. ASSETS

None of The Lifeboat Fund's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

9. DISSOLUTION

If on the winding-up of The Lifeboat Fund any property remains after satisfaction of all the charity's debts and liabilities, such property shall not be paid to or distributed among the members of The Fund; that property shall instead be transferred to some other charity or charities (whether incorporated or unincorporated) whose objects are similar (wholly or in part) to the objects of The Fund.

10. ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held each year before 30 April for the following purposes:

- a. to receive the Trustees' Report;
- b. to receive the independently examined or audited accounts for the past year;
- c. to elect the Officers and Executive Committee;
- d. to transact any other agreed business.

11. CONSTITUTIONAL AMENDMENT

- a. The Constitution may be altered by a resolution passed by not less than two thirds of the Council members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- b. The Executive Committee should promptly send the Commission a copy of any amendments made.