

Constitution for Lee Green Lives

CONSTITUTION adopted on the 14th March 2011

PART 1

A. Adoption of the Constitution.

- A. LGL and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

B. The Name.

- A. LGL's name is Lee Green Lives (and in this document it is called LGL) .

C. The Objects.

- A. LGL is a local community association. It is a registered charity, registration number 1141238. Its objects are:
To further or benefit the residents of Lee Green Ward in the London Borough of Lewisham and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation or other leisure time occupations with the objective of improving the conditions of life for the residents.

In furtherance of these objects, but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

B. Application of the Income and Property.

- A. The income and property of LGL shall be applied solely towards the promotion of the Objects.
B. A member of the Executive Committee may pay out of, or be reimbursed from, the property of the LGL reasonable expenses properly incurred by him or her when acting on behalf of LGL.
C. None of the income or property of LGL may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of LGL. This does not prevent:
a. a member who is not also a Member of the Executive Committee from receiving reasonable and proper remuneration for any goods or services supplied to LGL;
b. a Member of the Executive Committee from:
i. buying goods or services from LGL upon the same terms as other members or members of the public;
c. the purchase of indemnity insurance for the Executive Committee against any liability that by virtue of any rule of law would otherwise attach to a member of the Executive Committee 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 LGL 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 Member of the Executive Committee or other officer;
iii. liabilities to LGL that result from conduct that the Member of the Executive Committee or other officer knew or ought to have known was not in the best interests of LGL or in respect of which the person concerned did not care whether that conduct was in the best interests of LGL or not.
D. No Member of the Executive Committee may be paid or receive any other benefit for being a member of the Executive Committee.
E. No Member of the Executive Committee may:
a. sell goods, services or any interest in land to LGL;
b. be employed by or receive any remuneration from LGL;
c. receive any other financial benefit from LGL,
F. If it is proposed that a Member of the Executive Committee should receive a benefit from LGL that is not already permitted under sub-clause (C) of this clause, he or she must:
a. declare his or her interest in the proposal;
b. be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
c. not be counted in determining whether the meeting is quorate;
d. not vote on the proposal.

- G. In cases covered by sub-clause (F) of this clause, those Members of the Executive Committee who do not stand to receive the proposed benefit must be satisfied that it is in the interests of LGL to contract with that Member of the Executive Committee rather than with someone who is not a Member of the Executive Committee and they must record the reason for their decision in the minutes. In reaching that decision the Executive Committee must balance the advantage of contracting with a Member of the Executive Committee against the disadvantage of doing so (especially the loss of the Member of the Executive Committee's services as a result of dealing with the member's conflict of interest).
- H. The Executive Committee may only authorise a transaction falling within paragraph F of this clause if the Executive Committee comprises a majority of members who have not received any such benefit.
- I. If the Executive Committee fail to follow this procedure, the resolution to confer a benefit upon the Member of the Executive Committee will be void and the Member of the Executive Committee must repay to LGL the value of any benefit received by the member from LGL.
- J. A Member of the Executive Committee must absent himself or herself from any discussions of the Executive Committee in which it is possible that a conflict will arise between his or her duty to act solely in the interests of LGL and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- K. In this Clause D, "Member of the Executive Committee" shall include any person firm or company connected with the Member.

C. *Dissolution.*

- A. If the members resolve to dissolve LGL the Executive Committee will remain in office as charity trustees and be responsible for winding up the affairs of LGL in accordance with this clause.
- B. The Executive Committee must collect in all the assets of LGL and must pay or make provision for all the liabilities of LGL.
- C. The Executive Committee 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 LGL;
 - c. in such other manner as the Charity Commissioners for England and Wales ("the Commission") may approve in writing in advance.
- D. The members may pass a resolution before or at the same time as the resolution to dissolve LGL specifying the manner in which the Executive Committee are to apply the remaining property or assets of LGL and the Executive Committee must comply with the resolution if it is consistent with sub-clause (C) above.
- E. In no circumstances shall the net assets of LGL be paid to or distributed among the members of LGL (except to a member that is itself a charity).
- F. The Executive Committee must notify the Commission promptly that the charity has been dissolved. If the Executive Committee are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the charity's final accounts.

D. *Amendments.*

- A. Any provision contained in Part 1 of this constitution may be amended provided that:
 - a. no amendment may be made that would have the effect of making LGL 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 LGL;
 - c. no amendment may be made to clause D 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.
 - e. Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by at least two thirds of the members present and voting at an annual general meeting or special annual general meeting.
 - f. Any proposal to amend the Constitution must be presented to the Secretary in writing at least 14 days prior to the meeting at which they are to be discussed.
 - g. Proposal to amend the Constitution must be circulated to all members of LGL with the notice of the meeting
- B. A copy of any resolution amending this constitution must be sent to the Commission within twenty one days of it being passed.

PART 2

(1) *Membership*

- A. Membership of LGL shall be open to any individual or organisation without regard to disability, political or religious affiliation, race, sex, or sexual orientation who is:
 - a. Interested in helping LGL to achieve its aims
 - b. Willing to abide by the rules of LGL
- B. The Executive Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of LGL to refuse the application.
- C. The Executive Committee must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- D. The Executive Committee must consider any written representations the applicant may make about the decision. The Executive Committee's decision following any written representations must be notified to the applicant in writing but shall be final.
- E. Membership is not transferable to anyone else.
- F. The Executive Committee must keep a register of names and addresses of the members which must be made available to any member upon request.

(2) *Termination of Membership*

- A. Membership is terminated if:
 - a. the member dies or, if it is an organisation, ceases to exist;
 - b. the member resigns by written notice to LGL unless, after the resignation, there would be less than two members;
 - c. any sum due from the member to LGL is not paid in full within six months of it falling due;
 - d. the member is removed from membership by a resolution of the Executive Committee that it is in the best interests of LGL that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - i. the member has been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the resolution will be proposed and the reasons why it is to be proposed;
 - ii. the member or, at the option of the member, the member's representative (who need not be a member of LGL) has been allowed to make representations to the meeting.

(3) *General meetings and Notice*

- A. LGL must hold a general meeting within twelve months of the date of the adoption of this constitution.
- B. An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- C. All members shall be given at least fourteen days notice of the AGM and shall be entitled to attend and vote.
- D. The business of the AGM shall include:
 - a. Receiving a report from the Chairperson on LGL's activities over the year
 - b. Receiving a report from the Treasurer on the finances of the LGL
 - c. Electing a new Executive Committee and
 - d. Considering any other matter as may be decided.
- E. LGL shall meet at least four times a year. The Secretary shall give all members fourteen days notice of any General Meeting together with notice of the business to be discussed.
- F. A Special General Meeting may be called by the Executive Committee at any time to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.
- G. The Executive Committee must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Executive Committee 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.

(4) *Quorum*

- A. No business shall be transacted at any general meeting unless a quorum is present.
- B. A quorum is:
 - a. 10 members entitled to vote upon the business to be conducted at the meeting; or
 - b. one tenth of the total membership at the time,
 - c. whichever is the greater.
- C. The authorised representative of a member organisation shall be counted in the quorum.
- D. 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 Executive Committee shall determine.
- D. The Executive Committee must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- E. If no quorum is present at the reconvened 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.

(5) Chair

- A. General meetings shall be chaired by the person who has been elected as Chair.
- B. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Member of the Executive Committee nominated by the Executive Committee shall chair the meeting.
- C. If there is only one Member of the Executive Committee present and willing to act, he or she shall chair the meeting.
- D. If no Member of the Executive Committee 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.

(6) Adjournments

- A. The members present at a meeting may resolve that the meeting shall be adjourned.
- B. The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution.
- C. 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.
- D. 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 reconvened meeting stating the date time and place of the meeting.

(7) Votes

- A. 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.
- B. 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.

(8) Representatives of Other Bodies

- A. Any organisation that is a member of LGL may nominate any person to act as its representative at any meeting of LGL.
- B. The organisation must give written notice to LGL 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 LGL. The nominee may continue to represent the organisation until written notice to the contrary is received by LGL.
- C. Any notice given to LGL will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. LGL shall not be required to consider whether the nominee has been properly appointed by the organisation.

(9) Officers and Executive Committee

- A. LGL and its property shall be managed and administered by a Executive Committee of between four and nine individuals elected at LGL's Annual General Meeting (AGM).
- B. The Officers and other members of the committee shall be the Executive Committee of LGL and in this constitution are together called "the Executive Committee".
- C. LGL shall have the following Officers:
 - a. The Chair, Vice-Chair, Treasurer and Secretary.
- D. The Executive Committee may co-opt onto the Committee any individuals in an advisory and non-voting capacity who it feels will help to fulfil the aims of LGL.
- E. A member of the Executive Committee must be a member of LGL or the nominated representative of an organisation that is a member of LGL.
- F. No one may be appointed a member of the Executive Committee if he or she would be disqualified from acting under the provisions of Clause 12.
- G. A Member of the Executive Committee may not appoint anyone to act on his or her behalf at meetings of the Executive Committee .
- H. The Executive Committee shall meet at least four times a year.
- I. At least four Executive Committee members must be present for a Executive Committee meeting to take place.
- J. Voting at Executive Committee meetings shall be by show of hands. If there is a tied vote, then the Chair shall have a second or casting vote.
- K. The Executive Committee may appoint any other member of LGL as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.
- L. Seven days' notice of Executive Committee Meetings will be given to all members of the Executive Committee.

(10) The Appointment of Executive Committee

- A. LGL in general meeting shall elect the Officers and the other members of the Executive Committee.
- B. The general meeting may appoint any person who is willing to act as a Member of the Executive Committee. Subject to paragraphs H, and K-M of this clause, they may also appoint Members of the Executive Committee to act as Officers.
- C. **The duties of the Chair shall be to:**
 - a. Chair meetings of the Committee and LGL
 - b. Represent LGL at functions/meetings that LGL has been invited to and
 - c. Act as the spokesperson of LGL as and when necessary
- D. **The duties of the Vice-Chair shall be to:**
 - a. In the absence of the Chair, carry out his/her duties
- E. **The duties of the Secretary shall be to:**
 - a. Keep a membership list
 - b. Prepare in consultation with the Chair the agenda for meetings of the Committee and LGL
 - c. Take and keep minutes of all meetings and
 - d. Collect and circulate any relevant information within LGL.
- F. **The duties of the Treasurer shall be to:**
 - a. Supervise the financial affairs of LGL and
 - b. Keep proper accounts that show all monies received and paid out by LGL.
- G. All Officers will be appointed for a period of one year.
- H. No Officer may serve for more than three consecutive years at any one time. For the avoidance of doubt, this requires a break of a minimum of one year after an Officer has served for three terms.
- I. The five ordinary members of the Executive Committee will be appointed for a period of one year.
- J. Co-opted members will be appointed for a period of one year and will be eligible for one further period of co-optation of one year.
- K. No-one may be elected a Member of the Executive Committee or an Officer at any annual general meeting unless prior to the vote at the meeting LGL 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 Member of the Executive Committee or as an officer;
 - c. is signed by the person who is to be proposed to show his or her willingness to be appointed.
- L. The appointment of a Member of the Executive Committee, whether by LGL in general meeting or by the other Executive Committee, must not cause the number of Executive Committee to exceed any number fixed in accordance with this constitution as the maximum number of Executive Committee.
- M. The Executive Committee 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.

(11) Powers of Executive Committee

- A. The Executive Committee must manage the business of LGL and they have the following powers in order to further the Objects (but not for any other purpose):
 - a. to raise funds. In doing so, the Executive Committee 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 LGL. In exercising this power, the Executive Committee 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 LGL as security for repayment of the money borrowed. The Executive Committee 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 charity 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;
 - i. to obtain and pay for such goods and services as are necessary for carrying out the work of LGL;
 - j. to open and operate such bank and other accounts as the Executive Committee 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;
 - k. to do all such other lawful things as are necessary for the achievement of the Objects;
- B. No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Executive Committee.
- C. Any meeting of Executive Committee at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Executive Committee.

(12) Disqualification and Removal of Executive Committee

- A. A Member of the Executive Committee shall cease to hold office if he or she:
 - a. is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - b. ceases to be a member of LGL;
 - c. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - d. resigns as a Member of the Executive Committee by notice to LGL (but only if at least two members of the Executive Committee will remain in office when the notice of resignation is to take effect); or
 - e. is absent without the permission of the Executive Committee from all their meetings held within a period of six consecutive months and the Executive Committee resolve that his or her office be vacated.

(13) Proceedings of Executive Committee

- A. The Executive Committee may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- B. Any Member of the Executive Committee may request a meeting of the Executive Committee.
- C. The secretary must call a meeting of the Executive Committee if requested to do so by a Member of the Executive Committee.
- D. Questions arising at a meeting must be decided by a majority of votes.
- E. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- F. No decision may be made by a meeting of the Executive Committee unless a quorum is present at the time the decision is purported to be made.
- G. The quorum shall be two or the number nearest to one third of the total number of Executive Committee, whichever is the greater or such larger number as may be decided from time to time by the Executive Committee.
- H. A Member of the Executive Committee shall not be counted in the quorum present when any decision is made about a matter upon which that Member of the Executive Committee is not entitled to vote.
- I. If the number of Executive Committee is less than the number fixed as the quorum, the continuing Members or Member may act only for the purpose of filling vacancies or of calling a general meeting.
- J. The person elected as the Chair shall chair meetings of the Executive Committee.
- K. If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Executive Committee present may appoint one of their number to chair that meeting.
- L. The person appointed to chair meetings of the Executive Committee shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Executive Committee.
- M. A resolution in writing signed by all the Executive Committee entitled to receive notice of a meeting of the Executive Committee or of a sub-group and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee or (as the case may be) a sub-group of the Executive Committee duly convened and held.
- N. The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more members of the Executive Committee.

(14) Delegation

- A. The Executive Committee may delegate any of their powers or functions to a sub-group of two or more members of the Executive Committee but the terms of any such delegation must be recorded in the minute book.
- B. The Executive Committee may impose conditions when delegating, including the conditions that:
 - a. the relevant powers are to be exercised exclusively by the sub-group to whom they delegate;
 - b. no expenditure may be incurred on behalf of LGL except in accordance with a budget previously agreed with the Executive Committee.
- C. The Executive Committee may revoke or alter a delegation.
- D. All acts and proceedings of any sub-groups must be fully and promptly reported to the Executive Committee.

(15) Irregularities in Proceedings

- A. Subject to sub-clause B of this clause, all acts done by a meeting of Executive Committee, or of a sub-committee, shall be valid notwithstanding the participation in any vote of a Member of the Executive Committee:
 - a. who was disqualified from holding office;
 - b. who had previously retired or who had been obliged by the constitution to vacate office;
 - c. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise,if, without:
 - d. the vote of that Member of the Executive Committee; and
 - e. that Member of the Executive Committee being counted in the quorum,the decision has been made by a majority of the Executive Committee at a quorate meeting.
- B. Sub-clause A of this clause does not permit a Member of the Executive Committee to keep any benefit that may be conferred upon him or her by a resolution of the Executive Committee or of a sub-committee if the resolution would otherwise have been void.

- C. No resolution or act of:
- a. the Executive Committee;
 - b. any sub-group of the Executive Committee ;
 - c. LGL in general meeting,
- shall be invalidated by reason of the failure to give notice to any Member of the Executive Committee 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 LGL.

(16) Minutes

- A. The Executive Committee must keep minutes of all:
- a. appointments of Officers and Executive Committee made by the Executive Committee ;
 - b. proceedings at meetings of LGL;
 - c. meetings of the Executive Committee and sub-committees including:
 - d. the names of the Executive Committee present at the meeting;
 - e. the decisions made at the meetings; and
 - f. where appropriate the reasons for the decisions.
 - g. All minutes will be available to all Members within 14 days of request.

(17) Annual Report and Return and Accounts

- A. The Executive Committee must comply with their obligations under the Charities Act 1993 with regard to:
- a. the keeping of accounting records for LGL;
 - b. the preparation of annual statements of account for LGL;
 - c. the transmission of the statements of account to LGL;
 - 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.
- B. Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Executive Committee are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

(18) Registered particulars

- A. The Executive Committee must notify the Commission promptly of any changes to LGL's entry on the Central Register of Charities.

(19) Finance

- A. All monies received by or on behalf of the LGL shall be applied to further the aims of LGL and for no other purpose.
- B. Any Bank accounts opened for the LGL shall be in the name of LGL.
- C. Any cheque issued shall be any **two members of the Executive Committee**. No LGL Executive Committee member may sign a cheque payable to themselves.
- D. The LGL shall ensure that its accounts are independently examined every year.

(20) Property

- A. The Executive Committee must ensure the title to:
- a. all land held by or in trust for LGL that is not vested in the Official Custodian of Charities; and
 - b. all investments held by or on behalf of LGL,
- 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.
- B. The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the Executive Committee and that if they do so they will not be liable for the acts and defaults of the Executive Committee or of the members of LGL.
- C. The Executive Committee may remove the holding trustees at any time.

(21) Repair and insurance

- A. The Executive Committee must keep in repair and insure to their full value against fire and other usual risks all the buildings of LGL (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.

(22) Notices

- A. 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.

- B. Notice may be given 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.
- C. A member who does not register an address with LGL or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from LGL.
- D. A member present in person at any meeting of LGL shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- E. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- F. Proof that a notice contained in an electronic communication was properly addressed and sent shall be conclusive evidence that the notice was given.
- G. 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.

(23) Rules

- A. The Executive Committee may from time to time make rules or bye-laws for the conduct of their business.
- B. The bye-laws may regulate the following matters but are not restricted to them:
 - a. the admission of members of LGL (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 LGL in relation to one another, and to LGL's employees and volunteers;
 - c. the setting aside of the whole or any part or parts of LGL's premises at any particular time or times or for any particular purpose or purposes;
 - d. the procedure at general meetings and meetings of the Executive Committee 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 LGL to be kept in electronic form and require a Member of the Executive Committee 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.
- C. LGL in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- D. The Executive Committee must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of LGL.
- E. The rules or bye-laws shall be binding on all members of LGL. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.