

# **COMMONWEALTH GIRLS EDUCATION FUND (Formerly known as the Commonwealth Countries League Education Fund)**

**Registered Charity Number 1048908**

**CGEF RULES:** created and approved by the Board of trustees in December 2016

## **1. TITLE**

The name of the Charity shall be the Commonwealth Girls Education Fund (registered Charity No 1048908).

## **2. OBJECTS**

The objects of the Fund are to advance education and in furtherance of these objects the Trustees may:

(a) sponsor the secondary education of capable Commonwealth girls in their own country, subject to annual assessment

The money granted may be used towards the costs of school and examination fees where applicable, transportation, school meals, uniform, books and other incidental expenses.

(b) pay for the special training in their own country of capable Commonwealth girls of secondary school age with physical disabilities.

(c) administer special funds for tertiary education.

## **3. BOARD OF TRUSTEES**

(a) The Fund will be administered by a Board of Trustees consisting of a minimum of eight members. Appointments will be made taking into consideration relevant experience of the nominees reflecting the regional diversity of the Commonwealth. The Trustees will be appointed by the current Board of Trustees

(b) Each Trustee will be appointed for a period of three years and may be invited back by the board to serve for subsequent three year terms

(c) Retirement from office will be on a revolving basis. Retired members may be invited back to re-join the Board of Trustees after two years from date of retirement.

(d) A Trustees Declaration (2014 Charity Commission document) will be signed by new Trustees at their first meeting after their appointment to recognise their powers and responsibilities as well as disclosure of conflicts of interest.

(e) The Trustees will elect their own Chairperson annually and appoint a Treasurer annually at their first full board meeting after the AGM. In the absence of a Chairperson the Trustees present will elect a Chairperson for that meeting.

(f) Trustees will be required to attend a minimum of three full board meetings a year.

#### **4. RESPONSIBILITIES AND POWERS OF THE BOARD**

The Board shall abide by the provisions of the charitable legislation in the UK and guidelines as recommended by the Charities Commission pertaining to various aspects of administration and procedural compliances which are required in furthering the objectives of the Constitution.

(a) The Board shall be responsible for the direction, management and promotion of the Fund, and fundraising, to enhance the objectives of the Constitution.

(b) The Board may appoint individual Trustees to be responsible for particular duties and prescribe job descriptions and delegate functions as it deems fit.

(c) Candidates for sponsorships and special awards will be selected by the Board of Trustees from applications submitted by responsible individuals or organisations.

(d) The Board may appoint sub-committees consisting of three or more members and may delegate any of its responsibilities to a sub-committee. All acts and proceedings of a sub-committee shall be fully and expeditiously reported back to the Board.

(f) The Board may co-operate with other Charitable organizations and statutory authorities to exchange information and advise with them. The Board may seek representation at official Commonwealth and International meetings.

#### **5. MEETINGS PROCEDURE**

(a) The Trustees of the Fund will meet a minimum of four times a year to hear reports, decide applications and hear details of accounts from the Secretary and the Treasurer. One of these meetings is to be the Annual General Meeting of the board of Trustees and another meeting is to be the Annual Governance meeting.

(b) In the event of urgent applications the Secretary may consult three Trustees, including the Chairman; any decision to be reported at the next meeting.

(c) Three Trustees will constitute a quorum. All financial decisions must be agreed by the Hon Treasurer and Chairman and these and all other decisions must be ratified at board meetings.

#### **6. FINANCIAL CONTROL**

(a) The Trustees may appoint a paid Administrative Secretary to administer the Fund, the salary and pension contributions to be agreed by the Trustees and reviewed each September. Expenses are to be authorised by the Honorary Treasurer before payment. The Administrative Secretary shall have a contract and a job description agreed with the Trustees. The Administrative Secretary will not be a Trustee and will not have any voting rights.

(b) The Trustees shall ensure the accounts are published in accordance with current legislation and submitted to the Charities Commission

(c) All money shall be kept in a bank account for the Education Fund. Investment of that money shall be at the discretion of the Trustees with the aim of securing the long term future of the Fund.

(d) The Board of Trustees will authorise at least three of its members to act as signatories, the signatures of two of whom shall be required for all financial transactions.

## **7. AMENDMENTS TO RULES**

The Trustees may amend the provisions of these rules provided that:

(a) no amendment may be made to Clause 2 (the objects clause), Clause 8 (the dissolution clause) or this clause without a resolution passed by at least two-thirds of the Board of Trustees as required under the Charities Act and the prior consent in writing of the Charity Commissioners, and

(b) no amendment may be made which has the effect of the charity ceasing to be a charity at law.

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

Any amendment shall be made under the authority of a resolution passed at a special general meeting of the Board of Trustees.

The Trustees should promptly send to the Commissioners a copy of any amendment made under this clause.

## **8. DISSOLUTION**

In the event that it shall become necessary to dissolve the Fund for any reason, any balance remaining in the Fund shall be transferred to the education fund of a similar charity at the discretion of the Trustees in consultation with the Charities Commission and in accordance with the prevailing legal requirements.

On dissolution the minute book and other records shall be deposited with the Sudd Brown Library.