

APPENDIX

SCHEME FOR THE ADMINISTRATION OF THE CHARITY CALLED THE PRESIDENT, VICE PRESIDENTS, TREASURER, AND MEMBERS OF THE SCHOOL FOR THE INDIGENT BLIND (OTHERWISE KNOWN AS THE ROYAL SCHOOL FOR THE BLIND), IN THE COUNTY OF SURREY.

MEETINGS AND PROCEEDINGS OF THE COUNCIL

Meetings of the Council.

10. The Council shall hold at least four ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any four Trustees upon fourteen clear days' notice being given to all the other Trustees of the matters to be discussed. In cases of exceptional urgency or seriousness the Council may convene and by unanimous vote dispense with the requirement for notice.

Chairman.

11.—(1) At the first meeting in each year after the annual general meeting the Trustees shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and shall also elect on similar terms one of their number to be vice-chairman and one to be treasurer. The chairman, vice-chairman and treasurer shall always be eligible for re-election provided that they are still members of the Council.

(2) A casual vacancy of the office of treasurer may be filled at a meeting of the Council.

(3) If the chairman and vice-chairman (if any) are absent from any meeting of the Council the Trustees present shall choose one of their number to be chairman of the meeting before any other business is transacted.

Voting.

12. Except as hereinbefore provided every matter shall be determined by the majority of votes of the Trustees present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

Minutes.

13. The Council shall keep, in books maintained for the purpose, minutes of the proceedings of its meetings.

Accounts and annual report.

14. The Trustees shall comply with their obligations under Part VI of the Charities Act 1993 with regard to:

- (a) the keeping of accounting records for the Charity;
- (b) the preparation of annual accounts for the Charity;
- (c) the auditing or independent examination of the statements of account of the Charity;
- (d) the transmission of the statements of account of the Charity to the Commissioners; and
- (e) the preparation of an annual report and its submission to the Commissioners.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Annual return.

15. The Trustees shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.

Rules.

16. Within the limits prescribed by this Scheme the Council may from time to time make and alter rules for the conduct of its business and for the summoning and conduct of its meetings and in particular with reference to—

(1) the making of bye-laws, which may include the payment and amount of the annual subscription for membership of the Charity, the number and qualifications for membership and the number and timing of meetings of the membership: Provided that the establishment, modification and repeal of such bye-laws is ratified by a two thirds majority of the Members present at general meeting;

(2) the appointment of such unpaid officers as the Council may consider necessary and the fixing of their respective terms of office;

(3) the appointment of an auditor for the purposes of the Charities Act 1993 and the terms of his appointment, and the engagement and dismissal of such paid officers and servants as the Council may consider necessary;

(4) the number of Trustees who shall form a quorum at meetings of the Council, provided that the number of Trustees who shall form a quorum shall not be less than one-third of the total number of Trustees for the time being; and

(5) the delegation of such functions as it thinks fit to sub-committees formed for those purposes and consisting of such persons as the Council thinks fit and the making, altering and revocation of rules for the meeting and conduct of such sub-committees: Provided that the acts and proceedings of such sub-committees shall be reported back to the Council as soon as practicable. And further provided that no person who is not a member of the Council shall exercise any authority or voting powers in relation to the sub-committee or the Charity.