

## **Police Chaplaincy UK (PCUK) Registered no. is: 1190186**

### **Resolution for update to the Original Constitution (dated 30 June 2020).**

The document outlines the changes in updating the constitution and the reasons why those changes have been made. The latest Charity Commission's *Charity Incorporated Organisation* (CIO) constitution was used as the guidance for the update.

PCUK has grown and evolved alongside the development of chaplaincy. The constitution has been updated to reflect this progress while retaining PCUK's core principle of bringing 'chaplaincy into the heart of policing'. PCUK's visionary document, *Gold Standards in Police Chaplaincy*, provides guidance to support safe, confidential and consistent chaplaincy, with effective support across UK policing. This update follows encouragement from the National Police Chiefs' Council (NPCC) for PCUK to become the UK's professional body for police chaplaincy, recognising the sensitive and privileged nature of chaplains' roles. These changes better reflect current practice while remaining aligned with the mandatory sections and requirements of the CIO template.

See last page for approval route required for change of PCUK Constitution.

The changes are set out below, with reasons for change in italics and then the OLD and New (replacement):

### **Section 3: Objects**

*Updated to reflect PCUK's development while retaining its core principles. The objects have been amended in line with the visionary document, Gold Standards in Police Chaplaincy, produced by PCUK to help ensure safe, effective chaplaincy support within UK policing. This update followed an NPCC request for PCUK to become the professional body for police chaplaincy, recognising the sensitive and privileged nature of chaplains' roles.*

#### **OLD TEXT**

The objects of PCUK are:

- a. To provide personal, practical and spiritual care to all police officers, police staff and their families irrespective of an individual's personal faith by way of the following;
  - a. operational support to the police service by providing a resource where faith and operational issues interact;
  - b. facilitating and developing links between communities and the police; and
  - c. a response to major and critical incidents by supporting emergency services personnel and assisting community recovery.
- a. To co-ordinate, promote, aid and further the purpose of police chaplaincy within the United Kingdom, the Channel Islands and the Isle of Man, and to encourage, support and facilitate the work of the National Police Chaplain.
- a. To provide a professional body for Police Chaplaincy, ensuring consistent, high-quality standards, training and continuing professional development for chaplains

## PCUK Constitution Changes Document for AGM 2026

- a. To support chaplains in offering listening, presence, and one-to-one pastoral care to officers, staff, volunteers and their families
- a. To ensure equality, diversity, and inclusion are embedded throughout all chaplaincy practice

Nothing in this constitution shall authorise an application of the property of PCUK for the purposes which are not charitable in accordance with [section 7 of the

Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

### **NEW TEXT**

PCUK seeks to 'bring chaplaincy to the heart of policing'. The main purpose of building chaplaincy in policing is to provide and make available, excellent pastoral and spiritual care to all officers, staff and volunteers. The impartial nature and confidentiality of the provision provided by people who are deeply rooted in their respective faiths, yet vetted and embedded within forces, brings the uniqueness of chaplaincy to life through collaboration with wider welfare provisions.

PCUK seeks to provide excellent pastoral and spiritual care in UK policing:

- 1) By building a professional body for Police Chaplaincy to ensure consistent, high-quality standards in chaplaincy founded on clear policies, consistent training, continuing professional development, code of conduct (online with Police Code of Ethics) and accountability for members; and to ensure equality, diversity, and inclusion are embedded throughout all chaplaincy practice.
- 2) By working work with forces and organisations:
  - a. To develop chaplaincy teams that are equipped, resourced and integrated throughout the force, delivering meaningful pastoral and spiritual care beneficial to officers, volunteers and staff experiencing challenges in their work or daily life; the provision of confidential and safe spaces being an essential part of that care.
  - b. To build chaplaincy teams reflective of the cultures, faiths and beliefs of their force's policing family and the local communities served.
  - c. To develop chaplaincy teams to be an agile, operational resource that can assist practically with incidents and matters involving their force as to ensure holistic care of personnel, whether working locally or supporting regionally and nationally when required.
  - d. To encourage chaplaincy teams to be engaged across their respective forces and contribute as people of faith (or belief) and as those interested in the successes of both policing and the communities they serve.
  - e. To develop chaplaincy teams to be ambassadors for policing and acting as two-way conduits between policing and their local communities they serve.
  - f. To ensure chaplaincy teams are managed and coordinated by a Lead Chaplain who works collaboratively as an operational resource and brings valuable leadership, particularly during times of instability and crisis.

- 3) To co-ordinate, promote, aid and further the purpose of police chaplaincy within the United Kingdom, the Channel Islands and the Isle of Man, and to encourage, support and facilitate the work of the National Police Chaplain.

Nothing in this constitution shall authorise an application of the property of PCUK for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

## **Section 4: Powers**

*Points 1-3 were removed as really should have originally fallen under section 3, which has been updated as above.*

*To reflect partnership required to build PCUK infrastructure for vision required to serve UK policing but also making it affordable for training of chaplains by forces through sponsorship of conferences.*

*Point 4.6 was added to reflect the increased working and future working in partnership/ sponsorship at conferences but also in helping towards building a better infrastructure to enable PCUK to grow effectively.*

### **OLD TEXT**

PCUK has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, PCUK has power to:

- 1) provide members with professional support including by means of:
  - a. ensuring the availability of appropriate training and development opportunities;
  - b. disseminating relevant information including standards for recruitment and retention;
  - c. creating and sustaining a vibrant e-community with suitable web services including a website;
  - d. providing access to resources for ministry;
  - e. encouraging appropriate support for chaplains on a national, regional or local level;
  - f. conducting research, monitoring trends and publishing results to enable effective and focussed chaplaincy.
- 2) promote and represent police chaplaincy at a national and regional level Including by means of:
  - a. encouraging the use of police chaplains as bridges between the police and faith communities.
  - b. developing the role of Police Chaplaincy UK as the professional body for police chaplains;
  - c. engaging with all the parts of the Policing Family to encourage and enhance the role of chaplaincy;
  - d. providing appropriately experienced chaplains to serve on national bodies when requested;
  - e. developing links with appropriate organisations within and outside the police service;

- f. developing a cadre of experienced police chaplains with the ability to deploy in the event of national emergencies;
- 3) provide members with opportunities to network and support one another including by means of:
    - a. encouraging appropriate support arrangements in each region;
    - b. providing effective web forum software to enable members to share experiences and encourage one another;
    - c. publishing newsletters as appropriate;
    - d. resourcing academic research and publishing papers as appropriate.
  - 4) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. PCUK must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
  - 5) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
  - 6) sell, lease or otherwise dispose of all or any part of the property belonging to PCUK. In exercising this power, PCUK must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
  - 7) employ and remunerate such staff as are necessary for carrying out the work of PCUK. PCUK may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
  - 8) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of PCUK to be held in the name of a nominee, 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.

#### **NEW TEXT**

PCUK has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, PCUK has power to:

- 1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. PCUK must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- 2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 3) sell, lease or otherwise dispose of all or any part of the property belonging to PCUK. In exercising this power, PCUK must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

- 4) employ and remunerate such staff as are necessary for carrying out the work of PCUK. PCUK may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- 5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of PCUK to be held in the name of a nominee, 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.
- 6) By working in partnership with other organisations and corporate bodies to facilitate and enable the delivery of the aims of PCUK.

## **Section 8: Liability of Members to Contribute to the Assets of PCUK If It is Wound Up**

*Removal of liability of up to £10 from members in the event that PCUK was wound up and re-written in accordance with guidance from new CIO template.*

### **OLD TEXT**

- 1) If PCUK is wound up, each member of PCUK is liable to contribute to the assets of PCUK such amount (but not more than £10) as may be required for payment of the debts and liabilities of PCUK contracted before that person or organisation ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- 2) In sub-clause (1) of this clause “member” includes any person or organisation who was a member of PCUK within 12 months before the commencement of the winding up.
- 3) But subject to that, the members of PCUK have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

### **NEW TEXT**

- 1) If PCUK is wound up, each member of PCUK is liable to contribute to the assets of PCUK such amount (but not more than £10) as may be required for payment of the debts and liabilities of PCUK contracted before that person or organisation ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- 2) In sub-clause (1) of this clause “member” includes any person or organisation who was a member of PCUK within 12 months before the commencement of the winding up.
- 3) But subject to that, the members of PCUK have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

## **Section 9: Membership of PCUK**

**Section 9.1:** *An oversight in original constitution stated that anyone can be a member of PCUK, however that has not been true. Due to the sensitive nature of police chaplaincy only those in a role in UK policing can be in PCUK. This was amended to reflect actual practice.*

**Section 9.3:** *It is not good enough to act in good faith when working in UK policing. The code of UK ethics is what outlines the expectations of behaviour and is mandatory training in all forces. All police personnel - staff, officers, volunteers- are expected to behave in accordance with it and would be assessed by it, should the occasion occur.*

**OLD TEXT- Section 9.1**

**1) Admission of new members**

a. Eligibility:

- i. Membership of PCUK is open to anyone who is interested in furthering its purposes, who holds a post of police chaplain. This post must require vetting and be located within the Police Forces across the UK and Northern Ireland and/or the National Police Chief Council; and
- ii. By applying for membership, has indicated their agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.
- iii. A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated subject to the approval of the Trustees of PCUK.
- iv. PCUK shall ensure equality and inclusivity in all membership matters, with no discrimination on the grounds of age, race, gender, sexual orientation, disability, religion, or belief

**NEW TEXT- Section 9.1**

**1) Admission of new members**

b. Eligibility:

- i. Membership of PCUK is open to anyone who is interested in furthering its purposes and who holds a post associated with Police Chaplaincy. This post must require vetting and be located within UK policing; and
- ii. By applying for membership, has indicated their agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.
- iii. A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated subject to the approval of the Trustees of PCUK.
- iv. PCUK shall ensure equality and inclusivity in all membership matters, with no discrimination on the grounds of age, race, gender, sexual orientation, disability, religion, or belief

**OLD TEXT -Section 9.3**

Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

**NEW TEXT -Section 9.3**

Duty of members

It is the duty of each member of PCUK to exercise his or her powers as a member of PCUK in the way he or she decides in good faith would be most likely to further the purposes of PCUK providing they comply with the Police Code of Ethics and the policies of the PCUK. Should these clash for any reason, then the Police Code of Ethics should prevail.

**Section 10: Member's Decisions**

***Section 10.2 Taking ordinary decisions by vote***

*As PCUK does not use postal voting, and introducing it would add unnecessary complexity, the provision for postal votes was removed. Proxy voting was also removed, as PCUK does not permit proxy votes.*

***Section 10.4a - Decisions that must be taken in a particular way***

*This clause was removed because the constitution already provides a mechanism for removing a member. Including this provision could create unnecessary complexity, particularly where a police force may need to be involved and the circumstances may be confidential and therefore unsuitable for discussion at an all-members meeting. A misconduct policy is being developed, with input from UK policing, to clarify the grounds for misconduct and the actions to be taken.*

**OLD TEXT- Section 10.2**

Subject to sub-clause (4) of this clause, any decision of the members of PCUK may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting [(including votes cast by postal or email ballot, and proxy votes)].

**NEW TEXT- Section 10.2**

Subject to sub-clause (4) of this clause, any decision of the members of PCUK may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

**OLD TEXT -Section 10.4a**

- a. Any decision to remove a trustee must be taken in accordance with clause [15(2)].

**NEW TEXT – Section 10.4a**

- a. Any decision to amend this constitution must be taken in accordance with clause [28] of this constitution (Amendment of Constitution).

## **Section 11: General Meetings of Members**

### ***Section 11.5b Quorum at general meetings***

*Quorum for a general meeting was changed from 25% (or five members) to 10% (or ten members) to reflect PCUK's increased membership.*

### ***Section 11.6a Voting at general meetings***

*Removal of proxy and postal votes*

### ***Section 11.7 Voting by electronic means (includes email/ form (via appropriate software)/ ballot)***

*Following directions of new CIO template added the relevant section about electronic communications*

#### **OLD TEXT – 11.5b**

Subject to the following provisions, the quorum for general meetings shall be the greater of 25% or 3 members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

#### **NEW TEXT – 11.5b**

Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or 10 members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

#### **OLD TEXT – 11.6a**

Any decision other than one falling within clause [10(4)] (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting [(including proxy and postal votes)]. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].

#### **NEW TEXT – 11.6a**

Any decision other than one falling within clause [10(4)] (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].

#### **OLD TEXT -Section 7- None as addition made**

#### **NEW TEXT- Section 7**

- a. PCUK may, if the charity trustees so decide, allow the members to vote by electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- b. The charity trustees must appoint at least two persons independent of PCUK to serve as scrutineers to supervise the conduct of email/ electronic voting and subsequent counting of votes.
- c. If email voting/ electronic ballot is to be allowed on a matter by the trustees, PCUK must send to members of the PCUK not less than 14 days before the deadline for receipt of votes cast in this way a notice by email, if the member has agreed to receive notices in this way under clause [22] (Use of

electronic communications). This must include an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email to PCUK or a link for ballot (via appropriate software), containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

- d. Email votes system must be returned to an email address used only for this purpose and/ or electronic ballot/ form (via appropriate software) must be accessible only by a scrutineer. The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure. Alternatively for electronic ballots or forms (via appropriate software) must allow individual members' names to be identified clearly.
- e. The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- f. The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. The invalid votes will not be counted in the voting for a specific resolution.
- g. For email votes/form (via appropriate software)/ electronic ballot, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- h. The scrutineers must not disclose the results until all votes have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- i. Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person the evidence of members submitting valid electronic votes, and which are valid and which are invalid.
- j. Any dispute about the conduct of the vote by electronic means must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the PCUK. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

## **Section 12: Charity Trustees**

### ***Section 12.1a - Functions and duties of charity trustees***

*Updated with acting in accordance with Police Code of Ethics.*

### ***Section 12.3 - Number of charity trustees***

*The composition of trustees was updated to reflect PCUK's growth and development and including any future work with the NPCC; this includes the scope for the NPCC to nominate a trustee with relevant experience for a specific project (subject to PCUK approval). This also recognises that the National Police Chaplain is now employed by the NPCC. His role is ex-officio e.g. inform vision and direction.*

**OLD TEXT – Section 12.1a**

to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

**NEW TEXT – Section 12.1a**

to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of PCUK in the way he or she decides in good faith would be most likely to further the purposes of PCUK providing they comply with the Police Code of Ethics and the policies of the PCUK. Should there be a conflict between the two for any reason, then the Police Code of Ethics should prevail; and

**OLD TEXT – 12.3**

(a) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) There is no maximum number of charity trustees that maybe appointed to the CIO.

**NEW TEXT Section 12.3**

- 1) There should be no less than 3 and no more than 12 appointed trustees and should include no more than 2 ex-officio trustees and no more than 2 nominated trustees.
- 2) There must be at least 3 charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.
- 3) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

**Section 13: Appointment of trustees**

**Section 13.f**

*Updated to include requirement for a. candidate to be considered as a trustee*

**13.2 and 13.3**

*Reflects the changes in board structure (detailed earlier) to include nominated and ex-officio trustees*

**OLD TEXT – 13.f** None as an addition

**NEW TEXT – 13f**

Nominees for a position of a trustee must be proposed and seconded by a member of PCUK before being included in an election process.

**OLD TEXT – Section 13.2 and 13.3** – none as an addition

**NEW TEXT -- Section 13.2 and 13.3**

**2) Ex officio PCUK trustee(s)**

- a. The National Police Chaplain for the time being (“the office holder”) shall automatically, by virtue of holding that office (“ex-officio”) be appointed as an ex-officio charity trustee.
- b. If unwilling to act as a charity trustee, the office holder may:
  - i. before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or
  - ii. after accepting appointment as a charity trustee, resign under the provisions contained in clause [15] (Retirement and removal of charity trustees).
- c. The office of ex officio charity trustee will then remain vacant until the office holder ceases to hold office.
- d. A trustee appointed by the appointing body has the same duty under Clause 12(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of PCUK providing they comply with the Police Code of Ethics and the policies of the PCUK. Should there be a conflict between the two for any reason, then the Police Code of Ethics should prevail.
- e. The trustees may allow the appointment of a further ex-officio trustee subject to the maximum stipulated in clause 3(a), upon consultation with the members.

### **3) Nominated charity trustee(s)**

- a. National Police Chief’s Council (NPCC) (“the appointing body”) may in agreement with the board of trustees may nominate 1 charity trustee subject to an agreement (acceptance) of the nominee by the PCUK trustees.
- b. Any appointment must be made at a meeting held according to the ordinary practice of the appointing body subject to PCUK finding the agreeing to the nomination as determined by a majority of charity trustees.
- c. Each appointment must be for a term of 3 years, before re-appointment unless by virtue of change of role is replaced by the NPCC.
- d. The appointment will be effective from the later of:
  - i. the date of the vacancy; or
  - ii. the date on which PCUK is informed of the appointment.
  - iii. The person appointed need not be a member of the appointing body.
- e. A trustee appointed by the appointing body has the same duty under Clause 12(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of PCUK providing they comply with the Police Code of Ethics and the policies of the PCUK. Should there be a conflict between the two for any reason, then the Police Code of Ethics should prevail.
- f. The trustees may allow a further nominated trustee(s) subject to the maximum stipulated in clause 3(a).

## **Section 15: Retirement and Removal of Charity Trustees**

**Section 15.2**

*Removed in line with CIO template advice as not required as removal of trustee can be done as a member as the situation may be complex as if UK police force(s) involved.*

**OLD TEXT – 15.2**

A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

**NEW TEXT – 15.2 – none as a deletion**

**Section 16: Reappointment of charity trustees**

*Amended to reflect recommendation of CIO template whilst allowing some flexibility in case there is a need for consistent continuity e.g. in a crisis.*

**OLD TEXT – section 16**

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

**NEW TEXT – Section 16**

Any person who retires as a charity trustee by rotation or by giving notice to PCUK is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term unless there are specific reasons identified by the board and are in the interests of PCUK. A trustee may be reappointed after an interval of at minimum of six months.

**Section 17: Taking of decisions by charity trustees**

**Section 17.b.ii- Removal of postal voting requirements**

**OLD TEXT -Section 17.bii**

- ii. the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to PCUK at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

**NEW TEXT – Section 17.bii**

- ii. the majority of all of the charity trustees has signified agreement to the resolution via electronic means as stipulated at the time the proposed resolution is circulated

**Section 21: Execution of Documents**

**Section 21.3**

*Removal of section as PCUK does not have a seal.*

**OLD TEXT**

[If PCUK has a seal:

- a. it must comply with the provisions of the General Regulations; and
- a. the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.]

**NEW TEXT** – None as a deletion

**Section 22: Use of Electronic Communications**

**Section 22**

*Updated in line with guidance of CIO template for 'Use of electronic Communications*

**OLD TEXT- Section 22**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

**NEW TEXT – Section 22**

*1) General*

PCUK will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- a. the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- b. any requirements to provide information to the Commission in a particular form or manner.

*2) To PCUK*

Any member or charity trustee of PCUK may communicate electronically with PCUK to an address specified by PCUK for the purpose, so long as the communication is authenticated in a manner which is satisfactory to PCUK.

*3) By PCUK*

- a. Any member or charity trustee of PCUK, is requested by PCUK to provide his or her email address or similar, and the provision of which is taken to have agreed to receive communications from PCUK in electronic form at that address, unless the member has indicated to PCUK his or her unwillingness to receive such communications in that form. If the latter is to be the case, it should be made clear to the individual any potential limitations on

correspondence, and especially with respect to voting outside general meetings. See clause 10(3) that may occur in the absence of postal voting.

- b. The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - i. provide the members with the notice referred to in clause 11(3) (Notice of general meetings);
  - ii. give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); [and
  - iii. submit any proposal to the members or charity trustees for decision by written resolution or electronic vote in accordance with PCUK's powers under clause 10 (Members' decisions), 10(3) (Decisions taken by resolution in writing).
- c. The charity trustees must:
  - i. take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
  - ii. send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.