

No 2301337

THE COMPANIES ACT 1985
COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

Memorandum
(as amended by Special Resolutions passed on 7 October 1988,
9 February 1989 and 6 July 2017)

and

ARTICLES OF ASSOCIATION

of

THE FAMILY HOLIDAY ASSOCIATION
(Incorporated 30 September 1988)

WEDNESDAY



R71951YR
RM 07/03/2018 #31
COMPANIES HOUSE



**CERTIFICATE OF INCORPORATION
OF A PRIVATE LIMITED COMPANY**

No. 2301337

I hereby certify that

• THE FAMILY HOLIDAY ASSOCIATION

is this day incorporated under the Companies Act 1985
as a private company and that the Company is limited.

Given under my hand at the Companies Registration Office,
Cardiff the 30 SEPTEMBER 1988

P. A. Rowley
MRS P.A. ROWLEY

an authorised officer

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

(as amended by Special Resolutions passed on 7 October 1988 and 9TH February 1989)

of

THE FAMILY HOLIDAY ASSOCIATION

- 1 The name of the Company is "THE FAMILY HOLIDAY ASSOCIATION".
- 2 The registered office of the Company is to be situated in England and Wales.

- 3 Objects

The Company's objects are to provide and pay for holidays for families or members of families which or who have need of such holidays for rest and recreation by reason of their youth, age, infirmity or social and economic circumstances.

- 4 Powers

The Company shall have the following powers exercisable in furtherance of its said objects but not otherwise:

- (a) to cause to be written, and printed or otherwise reproduced and circulated, gratuitously or otherwise, periodicals, magazines, books, leaflets or other documents or films or recorded tapes;
- (b) to hold exhibitions, meetings, lectures, classes, seminars and courses either alone or with others;
- (c) to foster and undertake research into any aspect of the objects of the Company and to work and to disseminate the results of any such research;
- (d) to co-operate and enter into arrangements with any authorities, national, local or otherwise;
- (e) to accept subscriptions, donations, devises and bequests of, and to purchase, take on lease or in exchange, hire or otherwise acquire and hold, maintain and alter any real or personal estate, as may be necessary for any of the objects of the Company and (subject to such consents as may be required by law) sell, lease or otherwise dispose of or mortgage any such real or personal estate;

- (f) to issue appeals, hold public meetings and take such other steps as may be required for the purpose of procuring contributions to the funds of the Company in the shape of donations, subscriptions or otherwise;
- (g) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts;
- (h) to borrow or raise money for the objects of the Company on such terms and (with such consents as are required by law) on such security as may be thought fit provided that the Company shall not undertake any permanent trading activities in raising funds for the objects of the Company;
- (i) to take and accept any gift of money, property or other assets, whether subject to any special trust or not, for any one or more of the objects of the Company;
- (j) to invest the money of the Company not immediately required for its objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as provided below;
- (k) to make any charitable donation either in cash or assets for the furtherance of the objects of the Company;
- (l) to establish and support any charitable association or body and to subscribe or guarantee money for charitable purposes calculated to further the objects of the Company;
- (m) to employ and pay any person or persons to supervise, organise, carry on the work of and advise the Company;
- (n) to insure and arrange insurance cover for, and to indemnify its officers, servants and voluntary workers and those of its members from and against, all such risks incurred in the course of the performance of their duties as may be thought fit;
- (o) subject to the provisions of clause 5, to pay reasonable annual sums or premiums for or towards the provision of pensions for officers or servants for the time being of the Company or their dependants;
- (p) to amalgamate with any companies, institutions, societies or associations which are charitable at law and have objects altogether or mainly similar to those of the Company and prohibit the payment of any dividend or profit to, and the distribution of any of their assets amongst, their members at least to the same extent as such payments or distributions are prohibited in the case of members of the Company by this memorandum of association;
- (q) to pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of

the Company;

- (r) to establish where necessary local branches (whether autonomous or not); and
- (s) to do all such other lawful things as shall further the above objects or any of them.

PROVIDED ALWAYS that:

- (i) if the Company takes or holds any property which may be subject to any trusts, the Company shall only deal with or invest it in a manner allowed by law, having regard to those trusts;
- (ii) the objects of the Company shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers;
- (iii) if the Company takes or holds any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease it without any authority, approval or consent which may be required by law, and as regards any such property the Council or other governing body for the time being of the Company shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as managers if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over the Council or other governing body but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated.

5 Application of Property and Income

The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion of it shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Company and no member of the Council or member of any other governing body shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company.

Provided that nothing contained in this clause shall prevent any payment in good faith by the Company:

- (a) of reasonable and proper remuneration to any member, officer or servant of the Company not being a member of the Council or member of any other governing body for any services rendered to the Company and the Company may grant pensions and make payments to health and other insurance plans for the benefit of such persons in consideration of services rendered to the Company;

- (b) of interest on money lent by any member of the Company or of the Council or other governing body at a reasonable and proper rate;
- (c) of reasonable and proper rent for premises demised or let by any member of the Company or of the Council or other governing body;
- (d) to any member of the Council or any other governing body of reasonable and proper out-of-pocket expenses; and
- (e) of usual professional and other charges payable to any member of the Council being a Solicitor or other person engaged in any profession for work done by him or his firm when instructed by the Council to act in that capacity on behalf of the Company.

6 The liability of the members is limited.

7 Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

8. If upon the winding-up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the Members but shall be given or transferred to some other charitable institution or institutions having objects similar to the Company, and which shall have rules prohibiting the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of Article 6, such institution or institutions to be determined by the Members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other Charitable Purpose. The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

9 No addition, alteration or amendment shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force unless it has been submitted to and approved by the Charity Commissioners for England and Wales.

WE, the subscribers to this memorandum of association, wish to be formed into a company pursuant to this memorandum.

NAMES, ADDRESSES AND DESCRIPTION OF SUBSCRIBERS

Linda Laurence
Charity Chairman of
Hazeldene
Forty Green
Beaconsfield
Bucks HP9 1XS

Laurence

Margaret Constance Lane
Social Worker of
48 Phipps Hatch Lane
Enfield
Middlesex

M. C. Lane

Dated this 21st day of August 1988

WITNESS to the above signatures:

Keith Graham
65 Bridge Lane
London
N.W.11. OED

K Graham

Chartered Accountant

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

of

THE FAMILY HOLIDAY ASSOCIATION

INTERPRETATION

1 In these Articles:

- | | |
|----------------------|---|
| "the Act" | means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force; |
| "the seal" | means the common seal of the Company; |
| "the Council" | means the Council of the Company; |
| "secretary" | means the secretary of the Company or any person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary; |
| "the United Kingdom" | means Great Britain and Northern Ireland. |

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Act but excluding statutory modification thereof not in force when these Articles become binding on the Company.

MEMBERS

- 2 The subscribers to the Memorandum of Association and such other persons as the Council shall admit to membership shall be members of the Company. Every other person who wishes to become a member shall deliver to the Company an application for membership in such form as the Council requires executed by him.

- 3 Unless the members of the Council shall make other provisions pursuant to the powers contained in Article 68 the members of the Council may in their absolute discretion permit any member to retire provided that after such retirement the number of members is not less than two.

GENERAL MEETINGS

- 4 The Company shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notice calling it; ~~not more than fifteen months shall elapse between the date of one Annual General Meeting of the Company and that of the next.~~ Provided that the Company holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold such a meeting in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place as the Council shall appoint. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 5 The Council may, whenever it thinks fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or, in default, may be convened by such requisitionists, as provided by Section 368 of the Act. If at any time there are not within the United Kingdom sufficient members of the Council capable of acting to form a quorum, any member of the Council or any two members of the Company may convene an Extraordinary General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the Council.

NOTICE OF GENERAL MEETINGS

- 6 An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by ~~twenty-one days' notice in writing at the least, and a meeting of the Company other than an Annual General Meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice in writing at the least.~~ The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Company in general meeting, to such persons as are, under the Articles, entitled to receive such notices from the Council:

Provided that a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in this Article, be deemed to have been duly called if it is so agreed:

- (a) in the case of a meeting called as an Annual General Meeting, by all the members entitled to attend and vote thereat; and
- (b) in the case of any other meeting, by a majority in number of the members having a right to attend and vote at the meeting, being a majority together representing not less than

ninety-five per cent. of the total voting rights at that meeting of all the members.

- 7 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 8 All business shall be deemed special that is transacted at an Extraordinary General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets, and the reports of the Council and auditors, the election of members of the Council in the place of those retiring and the appointment of, and fixing of the remuneration, of the auditors.
- 9 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, five members present in person shall be a quorum.
- 10 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Council may determine.
- 11 The chairman, if any, of the Council shall preside as chairman at every General Meeting, or if there is no such chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act the members of the Council present shall elect one of their number to be chairman of the meeting.
- 12 If at any meeting no member of the Council is willing to act as chairman or if no member of the Council is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairman of the meeting.
- 13 A member of the Council shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
- 14 The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- 15 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:-

- (a) by the chairman; or
- (b) by at least two members present in person or by proxy; or
- (c) by any member or members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

Unless a poll be so demanded a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

The demand for a poll may be withdrawn.

- 16 Except as provided in Article 18, if a poll is duly demanded it shall be taken in such manner as the chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 17 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
- 18 A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
- 19 Subject to the provisions of the Act, a resolution in writing signed by all the members for the time being entitled to receive notice of, and to attend and vote at General Meetings (or being corporations by their duly authorised representatives), shall be as valid and effective as if the same had been passed at a general meeting of the Company duly convened and held.

VOTES OF MEMBERS

- 20 On a show of hands every member present in person shall have one vote. On a poll every member present in person or by proxy shall have one vote.
- 21 A member of unsound mind, or in respect of whom an order has been made by any court having jurisdiction in lunacy, may vote, whether on a show of hands or on a poll, by his committee, receiver, curator bonis or other person in the nature of a committee, receiver, or curator bonis appointed by that court, and any such committee, receiver, curator bonis or other person may, on a poll, vote by proxy.

- 22 No member shall be entitled to vote at any General Meeting unless all moneys presently payable by him to the Company have been paid.
- 23 On a poll votes may be given either personally or by proxy.
- 24 An instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing, or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised, and shall be in any form which is usual or which the Council may approve. A proxy need not be a member of the Company.
- 25 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a copy of that power or authority certified notarially or in some other way approved by the Council shall be deposited at the registered office of the Company or at such other place within the United Kingdom as is specified for that purpose in the notice convening the meeting, not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.
- 26 The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- 27 A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death, insanity or revocation as aforesaid shall have been received by the Company at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

CORPORATIONS ACTING BY REPRESENTATIVES AT MEETINGS

- 28 Any corporation which is a member of the Company may by resolution of its board or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which he represents as the corporation could exercise if it were an individual member of the Company.

THE COUNCIL

- 29 The number of members of the Council shall be ~~not less than six nor more than fifteen~~. A member of the Council need not be a member of the Company. The first members of the Council shall be Linda Laurance, Sam Wainwright, Keith Graham, Margaret Lane, Tracey Francis, Reece Gannaway, Debbie Potts, Jennifer Smith and Philip Warner.

- 30 The members of the Council shall be paid all reasonable travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Council or any committee of the Council or General Meetings of the Company or in connection with the business of the Company.
- 31 A resolution in writing signed or approved by telegram or telex by each of the members of the Council (or in any case and to the extent authorised by the provisions of these Articles his alternate member of the Council) shall be as effective as a resolution duly passed at a meeting of the Council and may consist of several documents in the like form, each signed by one or more persons.

BORROWING POWERS

- 32 The Council may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking and property, or any part thereof, to give guarantees and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company or of any third party.

POWERS AND DUTIES OF THE COUNCIL

- 33 The business of the Company shall be managed by the Council, who may pay all expenses incurred in promoting and registering the Company, and may exercise all such powers of the Company as are not, by the Act or by these Articles, required to be exercised by the Company in General Meeting, subject nevertheless to the provisions of the Act or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Company in General Meeting; but no regulation made by the Company in General Meeting shall invalidate any prior act of the Council which would have been valid if that regulation had not been made.
- 34 The Council may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the Council, to be the attorney or attorneys of the Company for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercisable by the members of the Council under these Articles) and for such period and subject to such conditions as they may think fit.
- 35 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Council shall from time to time by resolution determine.
- 36 The Council shall cause minutes to be made in books provided for the purpose:
- (a) of all appointments of officers made by the Council;
 - (b) of the names of the members of the Council present at each meeting of the Council and of any committee of the Council or any advisory committee; and

- (c) of all resolutions and proceedings at all meetings of the Company, and of the Council, and of committees of the Council or any advisory committee.

PRESIDENT, VICE-PRESIDENTS AND PATRONS

- 37 The Council shall have power to invite any person to serve as the President or as a Vice-President of the Company or to be a Patron of the Company and any such person need not be a member of the Council or the Company.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL

- 38 The office of member of the Council shall be vacated if the member:
- (a) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (b) ceases to be a member of the Council by virtue of any provision of the Act or becomes prohibited by law from being a member of the Council; or
 - (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his property and affairs; or
 - (d) resigns his office by notice in writing to the Company; or
 - (e) is directly or indirectly interested in any contract with the Company and fails to declare the nature of his interest in the manner required by Section 317 of the Act.

A member of the Council may vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall be counted and shall be taken into account in determining a quorum.

ROTATION OF MEMBERS OF THE BOARD

- 39 At the first Annual General Meeting of the Company all the members of the Council shall retire from office, and at the Annual General Meeting in every subsequent year one-third of the members of the Council for the time being or, if their number is not three or a multiple of three, then the number nearest to one-third, shall retire from office.
- 40 The members of the Council to retire in every year shall be those who have been longest in office since their last election, but as between persons who became members of the Council on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 41 A retiring member of the Council shall be eligible for re-election.

- 42 The Company at the meeting at which a member of the Council retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring member of the Council shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such member of the Council shall have been put to the meeting and lost.
- 43 No person other than a member of the Council retiring at the meeting shall, unless recommended by the Council, be eligible for election to the office of member of the Council at any General Meeting unless, not less than three nor more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the Company notice in writing signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.
- 44 The Company may subject to Article 29 from time to time by ordinary resolution increase or reduce the number of members of the Council, and may also determine in what rotation the increased or reduced number is to go out of office.
- 45 The Council shall have power at any time, and from time to time, to appoint any person to be a member of the Council, either to fill a casual vacancy or as an addition to the existing members of the Council, but so that the total number of members of the Council shall not at any time exceed the number fixed in accordance with these Articles. Any member of the Council so appointed shall hold office only until the next following Annual General Meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the members of the Council who are to retire by rotation at such meeting.
- 46 The Company may by ordinary resolution, of which special notice has been given in accordance with section 379 of the Act, remove any member of the Council before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Company and such member of the Council.
- 47 The Company may by ordinary resolution appoint another person in place of a member of the Council removed from office under the immediately preceding Article. Without prejudice to the powers of the Council under Article 45 the Company in General Meeting may appoint any person to be a member of the Council either to fill a casual vacancy or as an additional member of the Council. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a member of the Council on the day on which the member of the Council in whose place he is appointed was last elected a member of the Council.

PROCEEDINGS OF THE COUNCIL

- 48 The members of the Council may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they

think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote. A member of the Council may, and the secretary on the requisition of a member of the Council shall, at any time summon a meeting of the Council. It shall not be necessary to give notice of a meeting of the Council to any member of the Council for the time being absent from the United Kingdom.

- 49 The quorum necessary for the transaction of the business of the Council shall be three.
- 50 The continuing members of the Council may act notwithstanding any vacancy in their body, but, if and for so long as their number is reduced below the number fixed by or pursuant to these Articles as the necessary quorum of members of the Council, the continuing member or members of the Council may act for the purpose of increasing the number of members of the Council to that number, or of summoning a General Meeting of the Company, but for no other purpose.
- 51 (a) The Council may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members of the Council present may choose one of their number to be chairman of the meeting.
- (b) The Council may also elect from amongst its members a Vice-Chairman, a Treasurer and a Secretary and determine the period for which each is to hold office.
- 52 The Council may delegate any of their powers or discretions to committees consisting of one or more members of their body and (if thought fit) one or more other persons co-opted as hereinafter provided. Any committee so formed shall in the exercise of the powers so delegated conform to any regulations which may from time to time be imposed by the Council. Any such regulations may provide for or authorise the co-option to the committee of persons other than members of the Council and for such co-opted members to have voting rights as members of the committee but so that (a) the number of co-opted members shall be less than one-half of the total number of members of the committee and (b) no resolution of the committee shall be effective unless a majority of the members of the committee present at the meeting are members of the Council.
- 53 A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.
- 54 A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.

- 55 All acts done by any meeting of the Council or of a committee of the Council, or by any person acting as a member of the Council, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the Council or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Council.
- 56 A resolution in writing, signed by all the members of the Council for the time being entitled to receive notice of a meeting of the Council, shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held.

ADVISORY COMMITTEES

- 57 (a) The Council shall (in addition to its power to delegate to committees of the Board in accordance with Article 52) have power to appoint advisory committees the members of which shall be appointed by and may be removed by the Council and may comprise such persons (whether or not members of the Council) as the Council thinks fit. Any such advisory committee may advise the Council on any matter or matters which are delegated to it by the Council but shall not constitute a committee of the Council so that at all times and in all respects the activities of the advisory committee shall be subject to the authority of the Council.
- (b) The provisions of Articles 53 to 56 shall apply to any advisory committee.

SECRETARY

- 58 Subject to the provisions of the Act, the secretary, who need not be a member of the Council, shall be appointed by the Council for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. Provided always that no member of the Council shall occupy the salaried position of secretary.
- 59 A provision of the Act or these Articles requiring or authorising a thing to be done by or to a member of the Council and the secretary shall not be satisfied by its being done by or to the same person acting both as member of the Council and as, or in place of, the secretary.

THE SEAL

- 60 The Council shall provide for the safe custody of the seal, which shall only be used by the authority of the Council or of a committee of the Council authorised by the Council in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the Council and shall be countersigned by the secretary or by a second member of the Council or by some other person appointed by the Council for the purpose.

ACCOUNTS

- 61 The accounting records shall be kept at the registered office of the Company or, subject to the provisions of the Act, at such other place or places as the Council thinks fit, and shall always be open to the inspection of the officers of the Company.
- 62 The Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of members not being member of the Council, and no member (not being a member of the Council) shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorised by the Council or by the Company in General Meeting.
- 63 The Council shall from time to time in accordance with the provisions of the Act, cause to be prepared and to be laid before the Company in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in those sections.
- 64 A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Company in General Meeting, together with a copy of the auditor's report and the Council's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the Company, provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Company is not aware or to more than one of the joint holders of any debentures.

AUDIT

- 65 Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act.

NOTICES

- 66 A notice may be given by the Company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Company for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the expiration of forty-eight hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
- 67 Notice of every general meeting shall be given in any manner hereinbefore authorised to:-
- (a) every member except those members who (having no registered address within the United Kingdom) have not supplied to the Company an address within the United Kingdom for the giving of notices to them;

- (b) every person being a legal personal representative or a trustee in bankruptcy of a member where the member but for his death or bankruptcy would be entitled to receive notice of the meeting;
- (c) the auditor for the time being of the Company; and
- (d) each of the Directors for the time being of the Company.

No other person shall be entitled to receive notices of General Meetings.

RULES OR BYE LAWS

68 The Council may from time to time make such Rules or Bye Laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing the classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such Rules or Bye Laws regulate:

- (a) the admission and classification of members of the Company, and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
- (b) the conduct of members of the Company in relation to one another and to the Company's servants;
- (c) the setting aside of the whole or any part or parts of the Company'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 Council and committees of the Council and advisory committees in so far as such procedure is not regulated by these Articles;
- (e) the establishment of local branches for the furtherance of the objects of the Company; and
- (f) all such matters as are commonly the subject matter of company rules not regulated by these Articles.

The Company in General Meeting shall have power to alter or repeal the rules or bye laws and to make additions thereto and the Council shall adopt such means as they deem sufficient to bring to the notice of members of the Company all such rules or bye laws, which so long as they shall be in force, shall be binding on all members of the Company provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or Articles of Association of the Company.