



Memorandum of Association

of

AUDIENCES YORKSHIRE

The Companies Acts 1985 to 2006

**Company Limited by Guarantee and not having a Share Capital
with permission to omit the word "Limited" from its name**

Registered in England - Company Number 3407918

Incorporated 18 July 1997

Registered Charity Number 1063886

We, the persons whose names and addresses are written below, wish to be formed into a company under this memorandum of association.

Signatures, Names and Addresses of Subscribers*

Christopher John William Ward
16 Low Moorside
Leeds LS12 5EA

John Hubert Gregory Botteley
76 High Street
Luddenden, Halifax HX2 6PP

Ivor Warren Smith
28 Lidgett Park Road
Leeds LS8 1JN

Richard John Mantle
Home Farm House, The Harewood Estate
Leeds LS17 9LF

Simon Phillip Dove
5 Providence Chapel, Beestonley Lane
Stanland, West Yorks HX4 9PN

Anne Valere Torreggiani
30 Welton Grove
Leeds LS6 1ES

Helen Claire Pearson
132 Whingate
Leeds LS12 3QU

Anthony James Lidington
8 Ashdowne Place
Manningham, Bradford BD8 8AL

Peter Sandeman
10 Wike Ridge Mount
Wigton Park, Leeds LS17 9NP

Dated 17 July 1997

Witness to the above signatures

Susan Elizabeth Hargreaves
8 The Quayside, Apperley Bridge, Bradford BD10 0UL
Marketing Agency Director

*At the date of signing by the original subscribers, the name of the company was West Yorkshire Arts Marketing. The name was subsequently changed by special resolution to AUDIENCES YORKSHIRE and the name change registered on 31 January 2002

The Companies Acts 1985 to 2006

Company Limited by Guarantee and not having a Share Capital

**Articles of Association
of
Audiences Yorkshire**

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The Companies Acts 1985 to 2006
Company Limited by Guarantee and not having a Share Capital
Articles of Association of Audiences Yorkshire

INTERPRETATION

1 Defined terms

The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles

OBJECTS AND POWERS

2 Objects

The objects of the Charity are

- 2 1 To advance the arts and culture for the benefit of the general public with particular reference to the community of Yorkshire by providing advice, training and information and other assistance to arts, cultural and heritage organisations to enable such organisations to carry out their work more effectively and efficiently

3 Powers

- 3 1 To further its objects the Charity may

- 3 1 1 provide and assist in the provision of money, materials or other help,
- 3 1 2 organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities,
- 3 1 3 publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media,
- 3 1 4 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available,
- 3 1 5 provide or procure the provision of counselling and guidance,
- 3 1 6 provide or procure the provision of advice,
- 3 1 7 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to those which an English and Welsh charity may properly undertake,
- 3 1 8 enter into contracts to provide services to or on behalf of other bodies,

- 3 1 9 acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities,
- 3 1 10 dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit (in exercising this power the Charity must comply as appropriate with the Charities Act 1993),
- 3 1 11 borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds (the Charity must comply as appropriate with the Charities Act 1993 if it wishes to mortgage land),
- 3 1 12 set aside funds for special purposes or as reserves against future expenditure,
- 3 1 13 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property,
- 3 1 14 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a Financial Expert or Experts acting under their instructions and pay any reasonable fee required,
- 3 1 15 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company,
- 3 1 16 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments,
- 3 1 17 accept (or disclaim) gifts of money and any other property,
- 3 1 18 raise funds by way of subscription, donation or otherwise,
- 3 1 19 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits,
- 3 1 20 incorporate subsidiary companies to carry on any trade,
- 3 1 21 subject to Article 4
 - (a) engage and pay employees, consultants and professional or other advisers, and
 - (b) make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants,
- 3 1 22 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes,

- 3 1 23 become a member, associate or affiliate of or act as trustee or appoint trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects),
 - 3 1 24 undertake and execute charitable trusts,
 - 3 1 25 amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects wholly or in part similar to those of the Charity,
 - 3 1 26 co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them,
 - 3 1 27 pay out of the funds of the Charity the costs of forming and registering the Charity,
 - 3 1 28 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity,
 - 3 1 29 provide indemnity insurance for the Trustees or any other officer of the Charity in relation to any such liability as is mentioned in Article 3 2 below, but subject to the restrictions specified in Article 3 3 below; and
 - 3 1 30 do all such other lawful things as may further the Charity's objects
- 3 2 The liabilities referred to in Article 3 1 29 are
- 3 2 1 any liability that by virtue of any rule of law would otherwise attach to a director of a company in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity, and
 - 3 2 2 the liability to make a contribution to the Charity's assets as specified in s 214 of the Insolvency Act 1986 (wrongful trading)
- 3 3 The restrictions referred to in Article 3 1 29 are
- 3 3 1 the following liabilities are excluded from Article 3 2 1
 - (a) fines,
 - (b) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer,
 - (c) liabilities to the Charity that result from conduct that the Trustee or other officer knew or must be assumed to have known was not in the best interests of the Charity or about which the person concerned did not care whether it was in the best interests of the Charity or not,

- 3 3 2 there is excluded from Article 3 2 2 any liability to make such a contribution where the basis of the Trustee's liability is his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation

LIMITATION ON PRIVATE BENEFITS

4 Limitation on private benefits

- 4 1 The income and property of the Charity shall be applied solely towards the promotion of its objects

Permitted benefits to members

- 4 2 The income and property of the Charity shall be applied solely towards the promotion of the objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Charity, and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity, provided that nothing in this document shall prevent any payment in good faith by the Charity
- 4 2 1 of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity,
- 4 2 2 of interest on money lent by any member of the Charity or Trustee at a reasonable cost and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the Trustees,
- 4 2 3 of fees, remuneration or other benefits in money or money's worth to any company of which a Trustee may also be a member holding not more than 1/100th part of the issued capital of that company,
- 4 2 4 of reasonable and proper rent for premises demised or let by any member of the Charity or a Trustee,
- 4 2 5 to any Trustee of reasonable out-of-pocket expenses,
- 4 2 6 of any premium in respect of any indemnity insurance to cover the liability of the trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of Trust or breach of duty of which they may be guilty in relation to the Charity, provided that any such insurance shall not extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard of whether it was a breach of trust or breach of duty or not, provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as directors of the Charity, and/or

4 2 7 of any grant to an organisation which is a member of the Charity as long as it is made in accordance with the grant-making criteria of the Charity and these Articles (including, without limitation, Article 22 4)

- 4 3 For any transaction authorised by Article 4 2, the Trustee's duty (arising under the Companies Act 2006) to avoid a Conflict of Interest with the Charity shall be disapplied provided the relevant provisions of Article 4 2 have been complied with

LIMITATION OF LIABILITY, INDEMNITY AND WINDING UP

5 Liability of members

The liability of each member is limited to £10, being the amount that each member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for

- 5 1 payment of the Charity's debts and liabilities contracted before he, she or it ceases to be a member,
- 5 2 payment of the costs, charges and expenses of winding up, and
- 5 3 adjustment of the rights of the contributories among themselves

6 Indemnity

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity but only to the extent permitted by the Companies Acts, and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity, but only to the extent permitted by the Companies Acts

7 Winding up

If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity (except to a member that is itself a charity which would qualify to benefit under this Article) , but shall be given or transferred to some other charity or charities having objects similar to the objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Article 4, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done, then to some other charitable object

Trustees

TRUSTEES' POWERS AND RESPONSIBILITIES

8 Trustees' general authority

Subject to the Articles, the Trustees are responsible for the management of the Charity's business, for which purpose they may exercise all the powers of the Charity

9 Members' reserve power

9 1 The members may, by special resolution, direct the Trustees to take, or refrain from taking, specified action

9 2 No such special resolution invalidates anything which the Trustees have done before the passing of the resolution

10 Chair

The members may appoint one of the Trustees to be the Chair of the Trustees in accordance with ~~Article 26~~ by ordinary resolution at any general meeting. The members and the Trustees may at any time remove him or her from that office. If a Chair ceases to be the Chair he or she shall not automatically cease to be a Trustee, unless he or she ceases to be a Trustee in accordance with Article 26 or 27. Any removal or retirement of a Trustee who is also a Chair under Article 26 or 27 automatically removes him or her from the office of Chair.

11 Vice-Chair

The members may appoint one of the Trustees to be the Vice-Chair of the Trustees in accordance with ~~Article 26~~ by ordinary resolution at any general meeting. The members and the Trustees may at any time remove him or her from that office. If a Vice-Chair ceases to be the Vice-Chair he or she shall not automatically cease to be a Trustee, unless he or she ceases to be a Trustee in accordance with Article 26 or 27. Any removal of a Trustee who is also a Vice-Chair under Article 26 or 27 automatically removes him or her from the office of Vice-Chair.

12 Trustees may delegate

12 1 Subject to the Articles, the Trustees may delegate any of their powers or functions to any committee

12 2 Subject to the Articles, the Trustees may delegate the implementation of their decisions or day to day management of the affairs of the Charity to any person or committee

12 3 Any delegation by the Trustees may be

12 3 1 by such means,

12 3 2 to such an extent,

12 3 3 in relation to such matters or territories, and

12 3 4 on such terms and conditions,

as they think fit

12 4 If the Trustees so specify, any such delegation may authorise further delegation of the relevant powers, functions, implementation of decisions or day to day management by any person to whom they are delegated

12 5 The Trustees may revoke any delegation in whole or part, or alter its terms and conditions

12 6 The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine

13 Committees

13 1 In the case of delegation to committees

13 1 1 the resolution making the delegation must specify those who shall serve or be asked to serve on the committee (although the resolution may allow the committee to make co-options up to a specified number),

13 1 2 the composition of any committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify,

13 1 3 the deliberations of any committee must be reported regularly to the Trustees and any resolution passed or decision taken by any committee must be reported promptly to the Trustees and every committee must appoint a secretary for that purpose,

13 1 4 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any committee as they may from time to time think fit, and

13 1 5 no committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees

13 2 The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as they apply and are not superseded by any regulations made by the Trustees

14 Delegation of day to day management powers

14 1 In the case of delegation of the day to day management of the Charity to a Chief Executive or other manager or managers

14 1 1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and (if applicable) to advise the Trustees in relation to such policy, strategy and budget,

14 1 2 the Trustees shall provide any manager with a description of his or her role and the extent of his or her authority, and

14 1 3 any manager must report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts which are sufficient to explain the financial position of the Charity

15 Delegation of investment management

The Trustees may delegate the management of investments to a Financial Expert or Experts provided that

- 15 1 the investment policy is set down in Writing for the Financial Expert or Experts by the Trustees,
- 15 2 every transaction is reported promptly to the Trustees,
- 15 3 the performance of the investments is reviewed regularly with the Trustees,
- 15 4 the Trustees are entitled to cancel the delegation arrangement at any time,
- 15 5 the investment policy and the delegation arrangements are reviewed at least once a year,
- 15 6 all payments due to the Financial Expert or Experts are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt, and
- 15 7 the Financial Expert or Experts must not do anything outside the powers of the Trustees

DECISION-MAKING BY TRUSTEES

16 Trustees' decision making

- 16 1 Any decision of the Trustees must be a majority decision at a meeting of the Trustees or by a decision taken without a Trustees' meeting in accordance with this Article
- 16 2 The Trustees may take a decision without a Trustees' meeting if 80% of the Trustees consent to the decision (subject to the terms of this Article 16) by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in Writing
- 16 3 A decision which is made in accordance with Article 16 2 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with
 - 16 3 1 approval from each approving Trustee must be received by one person being either such person as all the Trustees have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees,
 - 16 3 2 following receipt of responses from all of the Trustees, the Recipient must communicate to all of the Trustees (by any means) whether the resolution has been formally approved by the Trustees in accordance with this Article 16 3,
 - 16 3 3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval, and

16 3 4 the Recipient must prepare a minute of the decision in accordance with Article 53

17 Calling a Trustees' meeting

17 1 Two Trustees may (and the Secretary, if any, must at the request of two Trustees) call a Trustees' meeting

17 2 A Trustees' meeting must be called by at least seven Clear Days' notice unless either

17 2 1 all the Trustees agree, or

17 2 2 urgent circumstances require shorter notice

17 3 Notice of Trustees' meetings must be given to each Trustee

17 4 Every notice calling a Trustees' meeting must specify

17 4 1 the place, day and time of the meeting,

17 4 2 the general nature of the business to be considered at such meeting, and

17 4 3 if it is anticipated that Trustees participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting

17 5 Notice of Trustees' meetings need not be in Writing Notice of Trustees' meetings may be sent by Electronic Means to an Address provided by the Trustee for the purpose

18 Participation in Trustees' meetings

18 1 Subject to the Articles, Trustees participate in a Trustees' meeting, or part of a Trustees' meeting, when

18 1 1 the meeting has been called and takes place in accordance with the Articles, and

18 1 2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting

18 2 In determining whether Trustees are participating in a Trustees' meeting, it is irrelevant where any Trustee is or how they communicate with each other

18 3 If all the Trustees participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is

19 Quorum for Trustees' meetings

19 1 At a Trustees' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting

- 19 2 The quorum for Trustees' meetings may be fixed from time to time by a decision of the Trustees, but it must never be less than two, and unless otherwise fixed it is two or one-third of the total number of Trustees, whichever is the greater
- 19 3 If the total number of Trustees for the time being is less than the quorum required, the Trustees must not take any decision other than a decision
- 19 3 1 to appoint further Trustees, or
- 19 3 2 to call a general meeting so as to enable the members to appoint further Trustees
- 20 **Chairing of Trustees' meetings**
- The Chair, if any, or in his or her absence the Vice-Chair, if any, or in his or her absence another Trustee nominated by the Trustees present shall preside as chair of each Trustees' meeting
- 21 **Decision-making at meetings**
- 21 1 Questions arising at a Trustees' meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have
- 21 2 But this does not apply if, in accordance with the Articles, the chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes
- 22 **Conflicts of interest**
- 22 1 Whenever a Trustee finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Trustees unless, or except to the extent that, the other Trustees are or ought reasonably to be aware of it already
- 22 2 If any question arises as to whether a Trustee has a Conflict of Interest, the question shall be decided by a majority decision of the other Trustees
- 22 3 Whenever a Trustee has a Conflict of Interest in relation to a matter to be discussed at a meeting
- 22 3 1 if the Conflict of Interest relates to a benefit permitted under Article 4 2 1, then the Trustee must comply with Article 22 4,
- 22 3 2 for all other Conflicts of Interest, either the Trustee must comply with Article 22 4 or authorisation must be given by the unconflicted Trustees under Article 23 1
- 22 4 If a Trustee with a Conflict of Interest is required to comply with Article 22 4 or if a member is applying for a grant from the Charity in accordance with Article 4 2 7 he or she must

- 22 4 1 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate,
 - 22 4 2 not be counted in the quorum for that part of the meeting, and
 - 22 4 3 withdraw during the vote and have no vote on the matter
- 22 5 When a Trustee has a Conflict of Interest which he or she has declared to the Trustees, he or she shall not be in breach of his or her duties to the Charity by withholding confidential information from the Charity if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her
- 23 Trustees' power to authorise a conflict of interest**
- 23 1 The Trustees have power to authorise a Trustee to be in a position of Conflict of Interest provided
- 23 1 1 this power cannot be used to authorise a Conflict of Interest arising from a benefit permitted under Article 4 2 1,
 - 23 1 2 in relation to the decision to authorise a Conflict of Interest, the conflicted Trustee must comply with Article 22 4,
 - 23 1 3 in authorising a Conflict of Interest, the Trustees can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Trustee with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum,
 - 23 1 4 the decision to authorise a Conflict of Interest can impose such terms as the Trustees think fit and is subject always to their right to vary or terminate the authorisation, and
 - 23 1 5 nothing in this Article 23 1 shall have the effect of allowing the Trustees to authorise a benefit that is not permitted in accordance with Article 4
- 23 2 If a matter, office, employment or position, has been authorised by the Trustees in accordance with Article 23 1 then, even if he or she has been authorised to remain at the meeting by the other Trustees, the Trustee may absent himself or herself from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed
- 23 3 A Trustee shall not be accountable to the Charity for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Trustees in accordance with Article 23 1 (subject to any limits or conditions to which such approval was subject)

24 **Register of Trustees' interests**

The Trustees must cause a register of Trustees' interests to be kept. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.

25 **Validity of Trustee actions**

All acts done by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in his or her appointment or that he or she was disqualified from holding office or had vacated office, be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.

APPOINTMENT AND RETIREMENT OF TRUSTEES

26 **Number of Trustees**

26 1 There shall be at least three Trustees and not more than sixteen Trustees.

26 2 Any person who is willing to act as a Trustee, and is permitted by law to do so, may be appointed to be a Trustee by ordinary resolution at any general meeting or by a decision of the Trustees. At every annual general meeting any Trustee who has been appointed by the Trustees since the last annual general meeting shall retire from office but may offer himself for reappointment in accordance with Article 26 8.

26 3 Subject to this Article 26, each Trustee (including any Chair or Vice-Chair) appointed at or after the annual general meeting held in 2010 shall retire from office at the fifth annual general meeting following the commencement of his or her term of office as a Trustee. Each Trustee holding office immediately prior to the annual general meeting held in 2010 shall retire from office as follows:

26 3 1 any Trustee who has served as a Trustee for less than {five} consecutive years on the date of the annual general meeting held in 2010 shall retire from office at the {fourth} annual general meeting following the annual general meeting held in 2010, and shall (for the purpose of Article 26 5 and 26 6) be eligible for reappointment for a second term from the date of the {fourth} annual general meeting following the general meeting in 2010,

26 3 2 any Trustee who has served as a Trustee for more than {five} consecutive years on the date of the annual general meeting held in 2010 shall retire from office at the {second} annual general meeting following the annual general meeting held in 2010, and shall (for the purpose of Article 26 5 and 26 6) be treated as if he or she is a Trustee eligible for reappointment for a second term from the date of the {second} annual general meeting following the general meeting in 2010.

~~26 4 Each Chair or Vice-Chair appointed at or after the annual general meeting held in 2010 shall retire from office at the fifth annual general meeting following the commencement of his or her term of office as Chair or Vice-Chair. Any Chair or Vice-Chair holding office as Chair or Vice-Chair immediately prior to the annual~~

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~~general meeting held in 2010 and continuing to serve as Chair or Vice-Chair, shall retire from office at the fifth annual general meeting following the annual general meeting in 2010 and shall (for the purpose of Article 26.5 and 26.6) be treated as if he or she is a Chair or Vice-Chair appointed to serve his or her second term of office. For the avoidance of doubt for the purpose of these Articles, the term of office of the Chair or Vice-Chair does not include any time spent serving as a Trustee before he or she became the Chair or Vice-Chair.~~

26.4 ~~For the avoidance of doubt any time spent serving as a Chair or Vice-Chair, for the purposes of this Article 26, shall be treated as time spent serving as a Trustee~~

26.5 ~~A Trustee, Chair or Vice-Chair, retiring under Articles 26.3 or 26.4 who has served for his or her first 5 year term of office may, if willing, be reappointed for a second term of office in accordance with Article 26.2 and shall retire from office at the fifth annual general meeting following his or her reappointment~~

26.6 ~~Subject to this Article 26, a Trustee, Chair or Vice-Chair, who has served for two consecutive terms of office (i.e. for 10 consecutive years) may not be reappointed~~

~~26.6.1 Until the anniversary of the commencement of his or her break from office, or~~

~~26.6.2 Until the annual general meeting following the annual general meeting at which his or her break from office commenced~~

26.7 ~~No person may be appointed as a Trustee unless he or she has reached the age of 18 years~~

26.8 ~~No person other than a Trustee, Chair or Vice-Chair, retiring by virtue of Articles 26.3 or 26.4 shall be appointed or reappointed as a Trustee, Chair or Vice-Chair, at any general meeting unless~~

~~26.8.1 he or she is recommended by the Trustees, or~~

~~26.8.2 at least 10 but not more than 35 Clear Days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he or she were so appointed or reappointed, be required to be included in the Charity's register of Trustees together with notice executed by that person of his or her willingness to be appointed or reappointed~~

26.9 ~~At least five but not more than 28 Clear Days before the date appointed for holding a general meeting notice must be given to all who are entitled to receive notice of the meeting of any person (other than a Trustee, Chair or Vice-Chair, retiring by virtue of Articles 26.3 or 26.4 at the meeting) who is recommended by the Trustees for appointment or reappointment as a Trustee, Chair or Vice-Chair at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him or her at the meeting for appointment or reappointment as a Trustee. The notice must give such information about the Trustee as the Trustees shall decide~~

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- 26 10 A Trustee who retires at an annual general meeting and who is not reappointed or deemed to have been reappointed shall retain office until either
- 26 10 1 the meeting appoints someone in his or her place, or
- 26 10 2 (if no one is appointed in his or her place) until the end of the meeting
- 26 11 The provisions about retirement and appointment of Trustees, ~~Chairs or Vice-Chairs~~ under this Article may be disapplied in respect of one or more Trustee, ~~Chair or Vice-Chair~~, at any time by an ordinary resolution of the members
- 27 **Termination of Trustee's appointment**
- A person ceases to be a Trustee as soon as
- 27 1 that person ceases to be a director by virtue of any provision of the Companies Act 2006, or is prohibited from being a director by law,
- 27 2 that person is disqualified under the Charities Act 1993 from acting as a trustee of a charity,
- 27 3 a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,
- 27 4 a composition is made with that person's creditors generally in satisfaction of that person's debts,
- 27 5 the Trustees reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office,
- 27 6 notification is received by the Charity from the Trustee that the Trustee is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least three Trustees will remain in office when such resignation has taken effect),
- 27 7 the Trustee fails to attend three consecutive meetings of the Trustees and the Trustees resolve that the Trustee be removed for this reason,
- 27 8 at a general meeting of the Charity, a resolution is passed that the Trustee be removed from office, provided the meeting has invited the views of the Trustee concerned and considered the matter in the light of such views, or
- 27 9 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of either, at the option of the Trustee being removed, being heard by or of making written representations to the Trustees

PATRONS

28 Patrons

The Trustees may appoint and remove any individual(s) as patron(s) of the Charity on such terms as they shall think fit. A patron (if not a member) shall have the right to be given notice of, to attend and speak (but not vote) at any general meeting of the Charity and shall also have the right to receive accounts of the Charity when available to members.

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

29 Becoming a member

29 1 Such organisations whose objectives include public engagement in arts, culture and heritage and such other individuals, upon payment of the prescribed fee from time to time in force, as the Trustees admit to membership in accordance with the Articles shall be members of the Charity. No person or organisation shall be admitted a member of the Charity unless his application for membership is approved by the Trustees and membership shall be subject to the Articles and to any rules the Trustees may determine from time to time.

29 2 Unless the Trustees or members in general meeting shall make other provision under Articles 55 and 56, the Trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two.

29 3 A member shall cease to be a member -

- (i) If any subscription or other sum payable by the member to the Charity is not paid on the due date and remains unpaid seven days after notice served on the member by the Charity informing him that he or she will be removed from membership if it is not paid. The Trustees may re-admit to membership any person removed from membership on this ground on his paying such sum in respect of the sum due as the Charity may determine,
- (ii) If on the expiry of at least seven Clear Days' notice given by the member of the Charity of his, her or its intention to withdraw,
- (iii) If he or she becomes bankrupt or makes any arrangement or composition with his creditors generally,
- (iv) If the member dies or, if it is an organisation, ceases to exist, or
- (v) If, at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed resolving that the member be expelled. Such a resolution shall not be passed unless the member has been given not less than fourteen clear days' notice of the fact that the resolution is to be proposed, specifying the misconduct or circumstances alleged to justify expulsion, and

has been afforded a reasonable opportunity of being heard by or of making written representations to the trustees. If such a resolution as is referred to in this paragraph is passed, then the member shall forthwith cease to be a member but without prejudice to the liability of the member to pay to the Charity any subscription or other sum owed by him or her

30 Classes of membership

30 1 Subject to the Companies Acts, the Trustees may establish such classes of membership as they think fit

30 2 Subject to the Companies Acts, the Trustees may confer different rights and obligations on different classes of membership

30 3 In particular, but without limitation, the Trustees may levy subscriptions at different rates on different classes of membership

31 Associate members

The Trustees may establish such classes of associate membership with such description and with such rights and obligations (including without limitation the obligation to pay a subscription) as they think fit and may admit and remove such associate members in accordance with such regulations as the Trustees shall make, provided that no such associate members shall be members of the Charity for the purposes of the Articles or the Companies Acts

ORGANISATION OF GENERAL MEETINGS

32 Annual general meetings

The Charity must hold an annual general meeting once in every calendar year and not more than 15 months shall pass between one annual general meeting and the next. It shall be held at such time and place as the Trustees think fit

33 Other general meetings

33 1 The Trustees may call a general meeting at any time

33 2 The Trustees must call a general meeting if required to do so by the members under the Companies Acts

34 Length of notice

All general meetings must be called by either

34 1 at least 14 Clear Days' notice, or

34 2 shorter notice if it is so agreed by a majority in number of the members having a right to attend and vote at that meeting. Any such majority must together represent at least 90% of the total voting rights at that meeting of all the members

35 Contents of notice

- 35 1 Every notice calling a general meeting must specify the place, day and time of the meeting, whether it is a general or an annual general meeting, and the general nature of the business to be transacted
- 35 2 If a special resolution is to be proposed, the notice must include the proposed resolution and specify that it is proposed as a special resolution
- 35 3 In every notice calling a meeting of the Charity there must appear with reasonable prominence a statement informing the member of his, her or its rights to appoint another person as his, her or its proxy at a general meeting
- 36 **Service of notice**
- Notice of general meetings must be given to every member, to the Trustees, to any patron(s) and to the auditors of the Charity
- 37 **Attendance and speaking at general meetings**
- 37 1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting
- 37 2 A person is able to exercise the right to vote at a general meeting when
- 37 2 1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
- 37 2 2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting
- 37 3 The Trustees may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it
- 37 4 In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other
- 37 5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them
- 38 **Quorum for general meetings**
- 38 1 No business (other than the appointment of the chair of the meeting) may be transacted at a general meeting unless a quorum is present
- 38 2 The quorum shall be
- 38 2 1 ~~ten-eight~~ persons entitled to vote on the business to be transacted (each being a member, a proxy for a member or a duly authorised representative of a member), or

38 2 2 10% of the total membership (represented in person, by proxy or by a duly authorised representative),

whichever is greater

- 38 3 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such time and place as the Trustees may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum

39 Chairing general meetings

- 39 1 The Chair (if any) or in his or her absence the Vice-Chair (if any) or in his or her absence some other Trustee nominated by the Trustees shall preside as chair of every general meeting

- 39 2 If neither the Chair, Vice-Chair nor any Trustee nominated in accordance with Article 39 1 is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to chair the meeting and, if there is only one Trustee present and willing to act, he or she shall be chair of the meeting

- 39 3 If no Trustee is present and willing to act as chair of the meeting within fifteen minutes after the time appointed for holding the meeting, the members present in person or by proxy and entitled to vote must choose one of the members present in person to be chair of the meeting For the avoidance of doubt, a proxy holder who is not a member entitled to vote shall not be entitled to be appointed chair of the meeting

40 Attendance and speaking by Trustees, patrons and non-members

- 40 1 Trustees may attend and speak at general meetings, whether or not they are members
- 40 2 Patrons may attend and speak at general meetings, whether or not they are members
- 40 3 The chair of the meeting may permit other persons who are not members of the Charity to attend and speak at a general meeting

41 Adjournment

- 41 1 The chair of the meeting may adjourn a general meeting at which a quorum is present if

41 1 1 the meeting consents to an adjournment, or

41 1 2 it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner

- 41 2 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting

- 41 3 When adjourning a general meeting, the chair of the meeting must
 - 41 3 1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees, and
 - 41 3 2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting
- 41 4 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Charity must give at least 7 Clear Days' notice of it
 - 41 4 1 to the same persons to whom notice of the Charity's general meetings is required to be given, and
 - 41 4 2 containing the same information which such notice is required to contain
- 41 5 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place

VOTING AT GENERAL MEETINGS

42 Voting: general

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles

43 Votes

- 43 1 On a vote on a resolution on a show of hands at a meeting every person present in person (whether a member, a proxy or a duly authorised representative of a member) and entitled to vote shall have one vote
- 43 2 On a vote on a resolution on a poll at a meeting every member present (whether in person, by proxy or via their duly authorised representative) and entitled to vote shall have one vote
- 43 3 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall not be entitled to a casting vote in addition to any other vote he or she may have
- 43 4 No member shall be entitled to vote at any general meeting unless all monies presently payable by him, her or it to the Charity have been paid
- 43 5 The following provisions apply to any organisation that is a member ("a Member Organisation")
 - 43 5 1 a Member Organisation may nominate any individual to act as its representative ("a Nominee") at any meeting of the Charity,
 - 43 5 2 the Member Organisation must give notice in Writing to the Charity of the name of its Nominee. The Nominee will not be entitled to represent the Member Organisation at any meeting of the Charity unless such notice has

been received by the Charity The Nominee may continue to represent the Member Organisation until notice in Writing to the contrary is received by the Charity,

- 43 5 3 a Member Organisation may appoint a Nominee to represent it at a particular meeting of the Charity or at all meetings of the Charity until notice in Writing to the contrary is received by the Charity,
- 43 5 4 any notice in Writing received by the Charity shall be conclusive evidence of the Nominee's authority to represent the Member Organisation or that his or her authority has been revoked The Charity shall not be required to consider whether the Nominee has been properly appointed by the Member Organisation,
- 43 5 5 subject to Article 43 1, the Nominee is entitled to exercise (on behalf of the Member Organisation) the same powers as the Member Organisation could exercise if it were an individual member,
- 43 5 6 subject to Article 43 1, on a vote on a resolution at a meeting of the Charity, the Nominee has the same voting rights as the Member Organisation would be entitled to if it was an individual member present in person at the meeting, and
- 43 5 7 the power to appoint a Nominee under this Article 43 5 is without prejudice to any rights which the Member Organisation has under the Companies Acts and the Articles to appoint a proxy or a corporate representative

44 Errors and disputes

- 44 1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid
- 44 2 Any such objection must be referred to the chair of the meeting whose decision is final

45 Poll votes

- 45 1 A poll on a resolution may be demanded
 - 45 1 1 in advance of the general meeting where it is to be put to the vote, or
 - 45 1 2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared
- 45 2 A poll may be demanded by
 - 45 2 1 the chair of the meeting,
 - 45 2 2 the Trustees,

- 45 2 3 two or more persons having the right to vote on the resolution,
- 45 2 4 any person, who, by virtue of being appointed proxy for one or more members having the right to vote on the resolution, holds two or more votes, or
- 45 2 5 a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution
- 45 3 A demand for a poll may be withdrawn if
- 45 3 1 the poll has not yet been taken, and
- 45 3 2 the chair of the meeting consents to the withdrawal
- 45 4 Polls must be taken immediately and in such manner as the chair of the meeting directs
- 46 **Content of Proxy Notices**
- 46 1 Proxies must be appointed by a notice in Writing (a "Proxy Notice")
- 46 2 A Proxy Notice shall be in the following form (or in any other form which the Trustees may approve)

"Audiences Yorkshire

Name of member appointing the proxy

Address

I/We hereby appoint [name of proxy] of [address of proxy] as my/our proxy to vote in my/our name(s) and on my/our behalf at the meeting of the Charity to be held on [date], and at any adjournment thereof

This form is to be used in respect of the resolutions mentioned below as follows

Resolution 1	*for	*against	*abstain	*as the proxy thinks fit
Resolution 2	*for	*against	*abstain	*as the proxy thinks fit
All other resolutions properly put to the meeting	*for	*against	*abstain	*as the proxy thinks fit

* Strike out whichever is not desired

Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting

Signed

Dated

”

46 3 Proxy Notices must be signed by or on behalf of the member appointing the proxy, or authenticated in such manner as the Trustees may determine

46 4 Unless a Proxy Notice indicates otherwise, it must be treated as

46 4 1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

46 4 2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself

47 **Delivery of Proxy Notices**

47 1 A Proxy Notice and any evidence of the authority under which it is executed may

47 1 1 be deposited at the registered office of the Charity or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting provided it is received at such place at least 48 hours (not including any part of a day that is a Saturday, Sunday or Bank Holiday in England) before the time for holding the meeting or adjourned meeting at which the person named in the Proxy Notice proposes to vote, or

47 1 2 where an Address for the purpose of sending or receiving Documents or information by Electronic Means has been specified

(a) in the notice calling the meeting, or

(b) in any instrument of proxy sent out by the Charity in relation to the meeting, or

(c) in any invitation to appoint a proxy issued by the Charity in relation to the meeting,

be sent by Electronic Means to that Address provided it is received at such Address at least 48 hours (not including any part of a day that is a Saturday, Sunday or Bank Holiday in England) before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote,

and a Proxy Notice which is not deposited, sent or received in a manner so permitted shall be invalid

47 2 If a Proxy Notice is not executed by the person appointing the proxy, it must be accompanied by evidence in Writing of the authority of the person who executed it to execute it on the appointor's behalf

- 47 3 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Charity by or on behalf of that person. If the person casts a vote in such circumstances, any vote cast by the proxy appointed under the Proxy Notice is not valid.
- 47 4 An appointment under a Proxy Notice may be revoked by delivering to the Charity a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given.
- 47 5 A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 48 Amendments to resolutions**
- 48 1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if
- 48 1 1 notice of the proposed amendment is given to the Charity in Writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chair of the meeting may determine), and
- 48 1 2 the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.
- 48 2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if
- 48 2 1 the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- 48 2 2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 48 3 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

WRITTEN RESOLUTIONS

- 49 Written resolutions**
- 49 1 Subject to Article 49 3, a written resolution of the Charity passed in accordance with this Article 49 shall have effect as if passed by the Charity in general meeting.
- 49 1 1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 49 1 2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible

members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

- 49.2 In relation to a resolution proposed as a written resolution of the Charity the eligible members are the members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.
- 49.3 A members' resolution under the Companies Acts removing a Trustee or an auditor before the expiry of his or her term of office may not be passed as a written resolution.
- 49.4 A copy of the written resolution must be sent to every eligible member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Acts.
- 49.5 A member signifies their agreement to a proposed written resolution when the Charity receives from him, her or it (or from someone acting on his, her or its behalf) an authenticated Document identifying the resolution to which it relates and indicating his, her or its agreement to the resolution.
- 49.5.1 If the Document is sent to the Charity in Hard Copy Form, it is authenticated if it bears the member's signature.
- 49.5.2 If the Document is sent to the Charity by Electronic Means, it is authenticated if it bears the member's signature or if the identity of the member is confirmed in a manner specified by the Trustees or if it is accompanied by a statement of the identity of the member and the Charity has no reason to doubt the truth of that statement or if it is from an email Address specified by the member to the Charity for the purposes of receiving Documents or information by Electronic Means.
- 49.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 49.7 A proposed written resolution lapses if it is not passed within 56 days beginning with the Circulation Date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

50 Communications

- 50.1 Subject to the provisions of the Companies Acts and these Articles, a Document or information (including any notice) to be given, sent or supplied to any person may be given, sent or supplied in Hard Copy Form, in Electronic Form or (in the case of communications by the Charity) by making it available on a website, provided that a Document or information (including any notice) may only be given, sent or supplied in Electronic Form or by being made available on a website if
- 50.1.1 the recipient has agreed (generally or specifically) that the Document or information may be sent or supplied in that manner, or

- 50 1 2 if the recipient is deemed to have so agreed in accordance with the Companies Acts,
- and has not revoked that agreement
- 50 2 Subject to the Articles, any notice or Document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or Documents for the time being
- 50 3 A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called
- 50 4 Where any Document or information is sent or supplied under the Articles
- 50 4 1 Where the Document or information is sent or supplied by post, service or delivery shall be deemed to be effected 48 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such envelope was properly addressed and posted
- 50 4 2 Where the Document or information is sent or supplied by Electronic Means to an Address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it shall be sufficient to prove that it was properly addressed
- 50 4 3 Where the Document or information is sent or supplied by means of a website, service or delivery shall be deemed to be effected when
- (a) the material is first made available on the website, or
- (b) (if later) when the recipient received or is deemed to have received notification of the fact that the material was available on the website
- 50 5 A Trustee may agree with the Charity that notices or Documents sent to that Trustee in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours
- 50 6 Where any Document or information has been sent or supplied by the Charity by Electronic Means and the Charity receives notice that the message is undeliverable
- 50 6 1 if the Document or information has been sent to a member and is notice of a general meeting of the Charity or a copy of the annual report and accounts of the Charity, the Charity is under no obligation to send a Hard Copy of the Document or information to the member's postal address as shown in the Charity's register of members, but may in its discretion choose to do so, and
- 50 6 2 in all other cases, the Charity will send a Hard Copy of the Document or information to the member's postal address as shown in the Charity's register of members, or in the case of a recipient who is not a member, to the last known postal address for that person

50 6 3 The date of service or delivery of the Documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of Hard Copies

51 Secretary

A Secretary may be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit, and may be removed by them If there is no Secretary

51 1 anything authorised or required to be given or sent to, or served on, the Charity by being sent to its Secretary may be given or sent to, or served on, the Charity itself, and if addressed to the Secretary shall be treated as addressed to the Charity, and

51 2 anything else required or authorised to be done by or to the Secretary of the Charity may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees

52 Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless a provision of the Companies Acts specifies that such informality, irregularity, want of qualification or lack of specification shall invalidate it

53 Minutes

53 1 The Trustees must cause minutes to be made in books kept for the purpose

53 1 1 of all appointments of officers made by the Trustees,

53 1 2 of all resolutions of the Charity and of the Trustees (including, without limitation, decisions of the Trustees made without a meeting), and

53 1 3 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting,

and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Charity, be sufficient evidence of the proceedings

53 2 Minutes made pursuant to Articles 53 1 2 and 53 1 3 must be kept for at least ten years from the date of the meeting, resolution or decision

54 Records and accounts

54 1 The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 1993 as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of

54 1 1 annual reports,

54 1 2 annual returns, and

54 1 3 annual statements of account

54 2 Except as provided by law or authorised by the Trustees or an ordinary resolution of the Charity, no person is entitled to inspect any of the Charity's accounting or other records or Documents merely by virtue of being a member

55 Rules and bye laws

The Trustees 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 Charity, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate

55 1 the conduct of members of the Charity in relation to one another, and to the Charity's officers and servants,

55 2 the setting aside of the whole or any part or parts of the Charity premises at any particular time or times or for any particular purpose or purposes,

55 3 the procedure at general meetings and meetings of the Trustees and committees of the Trustees in so far as such procedure is not regulated by the Articles,

55 4 generally, all such matters as are commonly the subject matter of company rules

56 The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in the Articles

57 Provision for employees on cessation of business

The Trustees may decide to make provision for the benefit of persons employed or formerly employed by the Charity or any of its subsidiaries (other than a Trustee or former Trustee or shadow Trustee) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Charity or that subsidiary

58 Trustee resolution to change name of Charity

The Trustees may change the name of the Charity at any time by passing a resolution of the Trustees

59 Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded

SCHEDULE

INTERPRETATION

Defined terms

1 In the Articles, unless the context requires otherwise, the following terms shall have the following meanings

	Term	Meaning
1 1	“Address”	includes a number or address used for the purposes of sending or receiving documents by Electronic Means,
1 2	“Articles”	the Charity’s articles of association,
1 3	“Chair”	has the meaning given in Article 10,
1 4	“Charity”	Audiences Yorkshire,
1 5	“Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts,
1 6	“Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect,
1 7	“Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Charity,
1 8	“Conflict of Interest”	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Charity,
1 9	“Document”	includes, unless otherwise specified, any document sent or supplied in Electronic Form,
1 10	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006,
1 11	“Financial Expert”	an individual, company or firm who, or which, is authorised to give investment advice under the Financial Services and Markets Act 2000,
1 12	“Hard Copy” and “Hard Copy Form”	have the meanings respectively given to them in the Companies Act 2006,

- 1 13 **"Proxy Notice"** has the meaning given in Article 46,
- 1 14 **"Secretary"** the secretary of the Charity (if any),
- 1 15 **"Subsidiary Company"** any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company,
- 1 16 **"Trustee"** a director of the Charity, and includes any person occupying the position of director, by whatever name called,
- 1 17 **"Vice-Chair"** has the meaning given in Article 11, and
- 1 18 **"Writing"** the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise
- 2 Subject to clause 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it
- 3 Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when the Articles become binding on the Charity