

COMPANY NUMBER: 05184368

PRIVATE COMPANY LIMITED BY GUARANTEE

WRITTEN RESOLUTION

OF

SOLL (VALE)

(THE "COMPANY")

SATURDAY



A23

\*A35O65QZ\*

#132

12/04/2014  
COMPANIES HOUSE

[ 10 FEBRUARY ] 2014 (the "Circulation Date")

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolution is passed as a special resolution (**Resolution**)

### SPECIAL RESOLUTION

*"THAT the draft regulations attached to this resolution be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association "*

### AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolution

The undersigned, a person entitled to vote on the Resolution on the Circulation Date, hereby irrevocably agrees to the Resolution

Signed by

Name

Paul Sambrook

Date

Friday 7<sup>th</sup> March 2014

### NOTES

1 If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company by post or hand to Sian Champkin, Darbys Solicitors LLP at 52 New Inn Hall Street, Oxford, OX1 2DN

If you do not agree to the Resolution, you do not need to do anything you will not be deemed to agree if you fail to reply

2 Once you have indicated your agreement to the Resolution, you may not revoke your agreement

3 Unless, by 28 days after the circulation date, sufficient agreement has been received for the Resolution to pass, it will lapse. If you agree to the Resolution, please ensure that your agreement reaches us before or during this date.

**THE COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION**  
**OF**  
**SOLL (VALE)**

(adopted by special resolution on **7 MARCH** 2014)

**1. Name**

The Company's name is Soll (VALE) (and in this document it is called the "Charity")

**2. Interpretation**

In these Articles

"address" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the Charity,

"the articles" means the Charity's articles of association,

"the Board" means the directors of the Charity acting collectively,

"the Charity" means the company intended to be regulated by the articles,

"clear days" in relation to the period of a notice means a period excluding

the day when notice is given or deemed to be given, and

the day for which it is given or on which it is to take effect,

"the Commission" means the Charity Commission for England and Wales;

"Companies Acts" means the Companies Acts (as defined by section 2 of the Companies Act 2006) in so far as they apply to the Charity,

"the directors" means the directors of the Charity The directors are Charity trustees as defined by Section 177 of the Charities Act 2011,

"document" includes, unless otherwise specified, any document sent or supplied in electronic form,

"electronic form" has the meaning given by section 1168 of the Companies Act 2006,

"the Local Authority" means the Vale of White Horse District Council or its successor body,

"Local Authority Person" means a person who is associated with the Local Authority for the purposes of section 69 Local Government and Housing Act 1989 which includes a member of the Local Authority or an officer of the Local Authority or a person who has been a member of the Local Authority within the preceding four years or a person who is both an employee of a company under the control of the Local Authority or a director or officer of that company,

"the memorandum" means the Charity's memorandum of association,

"officers" includes the directors and the secretary (if any),

"Regulated Company" means a Company deemed to be regulated for the purposes of the Local Government and Housing Act 1989 and Local Authorities (Companies) Order 1995 and any subsequent amendments thereto,

"the seal" means the common seal of the Charity if it has one,

"secretary" means any person appointed to perform the duties of the secretary of the Charity (if any); and

"the United Kingdom" means Great Britain and Northern Ireland

Words importing one gender shall include all genders, and the singular includes the plural and vice versa

Unless the context otherwise requires words or expressions contained in these articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the Charity

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force

### **3. Liability of Members**

The liability of members is limited to a sum not exceeding £1 00, being the amount that each member undertakes to contribute to the assets of the Charity in the event of it's being wound up while he or she is a member or within one year after he or she or it ceases to be a member for

- 3 1 payment of the Charity's debts and liabilities incurred before he or she or it ceases to be a member,

- 3 2 payment of the costs charges and expenses of winding up, and
- 3 3. adjustment of the rights of the contributories among themselves

#### **4. Objects**

The Charity is established for the benefit of the public for the following purposes

- 4 1 to provide or assist in the provision of facilities and services for recreational, sporting or other leisure time occupation in the interests of social welfare, such facilities being provided to the public at large save that special facilities may be provided for persons who by reason of their youth, age, infirmity or disability, poverty or social or economic circumstances may have need of special facilities and services, and/or
- 4 2 to promote community participation in healthy recreation, and/or
- 4 3 to provide or assist in the provision of facilities for art, culture and heritage; and/or
- 4 4 to provide or assist in the provision and management of parks and open spaces; and/or
- 4 5 such other charitable purposes beneficial to the community consistent with the objects above as the directors shall in their absolute discretion determine,

**('the Objects').**

#### **5. Powers**

The Charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so In particular, the Charity has power

- 5 1 to acquire or hire property of any kind, and any interests in or rights over property of any kind In exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011,
- 5.2 to sell, dispose of, let, mortgage, or charge any property of the Company and to grant licences, options, rights and privileges in respect of, or otherwise deal with, all or any part of the property and rights of the Company,
- 5 3 to co-operate and enter into arrangements with any authorities, national, local or otherwise,

- 5.4 to accept subscriptions, gifts, donations, devises and bequests of any real or personal property maintain and alter any of the same as are necessary for any of the objects of the Company and (subject to such consents as may be required by law) sell, lease, mortgage or otherwise dispose of any such property,
- 5 5. 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,
- 5 6 to issue cheques and other financial instruments, and to operate bank and other accounts in the name of the Company,
- 5 7 subject to such consents as may be required by law, to borrow and raise money for the objects of the Company on such terms and conditions and on such security as may be thought fit,
- 5 8 to construct, maintain and alter buildings or erections,
- 5 9. to carry on trade in so far as either the trade is exercised in the course of the actual carrying out of a primary object of the Company or such trade is temporary and ancillary to the carrying out of the said objects,
- 5 10. 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,
- 5 11 to establish subsidiary companies to assist or act as agents for the Company and/or to subscribe for either absolutely or conditionally or otherwise acquire and hold shares, stocks, debentures, debenture stock or other securities or obligations of any other Company,
- 5 12 to invest the monies of the Company not immediately required for its objects in or upon such investments, securities or property as may be thought fit,
- 5 13 to make any charitable donation either in cash or assets for the furtherance of the objects of the Company,
- 5 14 to establish or support any charitable institution and to subscribe or guarantee money for charitable purposes calculated to further the objects of the Company,
- 5.15 to lend money and give credit to, take security for such loans or credit from and to guarantee and become or give security for the performance of contracts or obligations by any person or Company as may be necessary or expedient for the work of the Company,
- 5 16 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money

borrowed or as security for a grant or discharge of an obligation. The Charity must comply as appropriate with sections 124 – 126 of the Charities Act 2011, if it wishes to mortgage land;

- 5 17 to employ and pay such staff to supervise, organise, carry on the work of and advise the Company The Charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article,
- 5 18 to purchase insurance to cover the officers, staff, 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,
- 5 19 to pay reasonable annual sums or premiums for or towards the provision of pensions for staff for the time being of the Company and their dependants,
- 5 20 to purchase insurance to cover any buildings or other property to their full value,
- 5 21 to co-operate with, enter into arrangements with, partner or contract with any person, body corporate, public body or institution in furtherance of the Company's objects,
- 5 22 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 which 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,
- 5 23 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,
- 5 24 to establish where necessary local branches (whether autonomous or not),
- 5 25 to raise funds In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations,
- 5.26 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves,
- 5.27. to
  - 5 27 1 deposit or invest funds,

5 27 2 employ a professional fund-manager, and

5 27 3 arrange for the investments or other property of the Charity to be held in the name of a nominee,

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustees Act 2000,

5.28 to provide indemnity insurance for the directors in accordance with and subject to the conditions in section 189 of the Charities Act 2011,

5.29 to do all such other lawful things as shall further the above Objects or any of them

## **6. Application of income and property**

The income and property of the Charity shall be applied solely towards the promotion of the Objects

6 1 A director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity

6 2. A director may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011

6 3 A director may receive an indemnity from the Charity in the circumstances specified in Article 57

6 4 Subject to Article 7, none of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity This does not prevent a member who is not also a director receiving:

6 4.1 a benefit from the Charity in the capacity of a beneficiary of the Charity,

6 4 2 reasonable and proper remuneration for any goods or services supplied to the Charity.

## **7. Benefits and Payments to Charity Directors and connected persons**

### **7 1. General**

No director or connected person may

7 1 1 buy any goods or services from the Charity on terms preferential to those applicable to members of the public,



- 7 1 2      sell goods, services, or any interest in land to the Charity,
- 7 1.3.      be employed by, or receive any remuneration from, the Charity; or
- 7 1 4 ,      receive any other financial benefit from the Charity,

unless the payment is permitted by Article 7 2 or the directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes

## **7 2      Scope and powers permitting directors'/ connected persons' benefits**

- 7 2 1      A director or connected person may receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the directors do not benefit in this way
- 7 2 2      A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, section 185 and 186 of the Charities Act 2011
- 7 2 3      Subject to article 7 3 a director or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the director or connected person
- 7 2 4.      A director or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- 7 2.5      A director or connected person may receive rent for premises let by the director or connected person to the Charity The amount of the rent and the other terms of the lease are reasonable and proper The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion
- 7 2 6      A director or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public

## **7 3      Payment for supply of goods only – controls**

The Charity and its directors may only rely upon the authority provided by article 7 2 3 if each of the following conditions is satisfied.

- 7.3 1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Charity or its directors (as the case may be) and the director or connected person supplying the goods ("the supplier") under which the supplier is to supply the goods in question to or on behalf of the Charity
- 7 3 2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question
- 7 3.3 The other directors are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
- 7 3 4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity
- 7 3 5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting
- 7 3 6. The reason for their decision is recorded by the directors in the minute book
- 7 3 7. A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7

7 4 In article 7 2 and 7 3

"Charity" shall include any company in which the Charity

- 7 4 1. holds more than 50% of the shares, or
- 7 4 2 controls more than 50% of the voting rights attached to the shares, or
- 7 4 3 has the right to appoint one or more directors to the board of the company,

'connected person' includes any person within the definition in Article 46 (Interpretation)

## **8. Declaration of Directors' interests**

A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement entered into with or by the Charity which has not previously been declared. A director must absent himself or herself from any discussions of the directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

## **9. Conflicts of interest**

9.1 If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the un-conflicted directors may authorise such a conflict of interests where the following conditions apply.

9.1.1 the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person,

9.1.2 the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting, and

9.1.3 the un-conflicted directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying

9.2 In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person

## **10. Members**

10.1 Membership of the Charity is open to the directors and is terminated if the member concerned ceases to be a director.

10.2. No person shall be admitted as a member of the Charity if such membership would cause the Company to be a Regulated Company.

10.3 The form and the procedure for applying for membership of the Charity is to be prescribed by the directors

10.4 An application for membership may be approved or rejected by the Board. The Board shall have the right for good and sufficient reason to terminate the membership of any member provided that the member

concerned shall have a right to be heard before a final decision is made

## **11. Transfer of membership and register**

11.1 Membership is not transferable.

11.2. The directors must keep a register of names and addresses of the members

## **12. Termination of membership**

Membership is terminated if

12.1 the member dies or, if it is an organisation, ceases to exit,

12.2 the member is also a director and their directorship ceases,

12.3 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members,

12.4 any sum due from the member to the Charity is not paid in full within six months of it falling due,

12.5 the member is removed from membership by a resolution of the directors that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if

12.5.1 the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed,

12.5.2. the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting

## **13. General meetings**

13.1 An annual general meeting must be held in each year and not more than fifteen months may elapse between successive annual general meetings

13.2 The directors may call a general meeting at any time

## **14. Notice of general meetings**

14.1. The minimum periods of notice required to hold a general meeting of the Charity are

- 14.1 1 twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution,
- 14.1 2. fourteen clear days for all other general meetings.
- 14.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights
- 14 3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under Section 324 of the 2006 Act and article 19.
- 14 4 The notice must be given to all members and to the directors and auditors
- 14 5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity

## **15. Proceedings at general meetings**

- 15 1 No business shall be transacted at any general meeting unless a quorum is present
- 15 2 A quorum is two voting members present or fifty per cent of the membership who are present in person or by proxy shall be a quorum whichever is the greater
- 15.3 The authorised representative of a member organisation shall be counted in the quorum
- 15 4 If
  - 15 4 1. a quorum is not present within half an hour from the time appointed for the meeting, or
  - 15 4 2. during a meeting a quorum ceases to be present,
 the meeting shall be adjourned to such time and place as the directors shall determine
- 15.5 The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting

- 15 6 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting

## **16. Chair**

- 16 1. One director shall be elected by the Board to chair every meeting of the directors (the "Chair") The Chair, so appointed by the Board shall also chair every general meeting of the Company
- 16 2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting
- 16 3 If there is only one director present and willing to act, he or she shall chair the meeting
- 16 4 If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting

## **17. Adjournment**

- 17.1 The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned
- 17 2 The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution
- 17 3 No business shall be conducted at a reconvened meetings unless it could properly have been conducted at the meeting had the adjournment not taken place
- 17.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting

## **18. Voting**

- 18 1 Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded
- 18 1 1 by the person chairing the meeting, or

- 18 1.2 by at least two members having the right to vote at the meeting; or
- 18.1.3 by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting
- 18 2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded
- 18.3 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not to be recorded
- 18.4 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 18 5 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made
- 18 6 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll
- 18 7 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded
- 18 8 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately
- 18.9. A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs
- 18 10 The poll must be taken within thirty days after it has been demanded
- 18.11 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 18 12. If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting

## **19. Content of proxy notices**

- 19 1 Proxies may only validly be appointed by a notice in writing (a "**proxy notice**") which
  - 19 1 1 states the name and address of the member appointing the proxy;

- 19 1 2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed,
- 19 1 3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine, and
- 19 1 4 is delivered to the Charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate
- 19 2. The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes
- 19 3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions
- 19.4 Unless a proxy notice indicates otherwise, it must be treated as
  - 19 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
  - 19 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

## **20. Delivery of proxy notices**

- 20 1 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
- 20 2 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
- 20 3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates
- 20 4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf

## **21. Written resolutions**

- 21 1 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members



who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:

- 21.1.1 a copy of the proposed resolution has been sent to every eligible member,
  - 21.1.2. a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution, and
  - 21.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 21.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement
- 21.3 In the case of a member that is an organisation, its authorised representative may signify its agreement

## **22. Votes of members**

- 22.1 Subject to Article 11, every member, whether an individual or an organisation shall have one vote
- 22.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final
- 22.3 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity
- 22.3.1 The organisation must give written notice to the Charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The representative may continue to represent the organisation until written notice to the contrary is received
  - 22.3.2 Any notice given to the Charity will be conclusive evidence that the representative is entitled to represent the 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 organisation

## **23. Honorary Officers**

- 23.1 The Board shall have the power, at its sole discretion to appoint honorary officers including but not limited to a President or a Patron ('Honorary Officers').

- 23 2 The Board shall be entitled to appoint Honorary Officers for life or such other term of appointment as the Board may decide
- 23 3 Honorary Officers shall not be entitled to attend meetings of the Board, but may attend if invited by the Board, and shall be entitled to attend general meetings of the Company but not to vote at the same or count towards the quorum.

## **24. Directors**

- 24.1 A director must be a natural person aged 16 years or older
- 24 2. No one may be appointed a director if he or she would be disqualified from acting under the provisions of Article 36
- 24 3. The number of directors shall be not less than five and (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 7
- 24 4 Each director shall be required to also become a member of the Charity
- 24 5. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors

## **25. Powers of directors**

- 25 1 The directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the 1985 Act or the 2006 Act, the memorandum, these articles or any special resolution
- 25 2 No alteration of the memorandum or these articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors
- 25 3 Any meeting of the directors at which quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors

## **26. Retirement of directors**

- 26 1 At each annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one third must retire from office. If there is only one director he or she must retire
- 26 2 The directors to retire by rotation shall be those who have been longest in office since their last appointment If any directors became or were

appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot

- 26.3 If a director is required to retire at an annual general meeting by a provision of these articles the retirement shall take effect upon the conclusion of the meeting

## **27. Appointment of directors**

- 27 1 The Charity may by ordinary resolution and in accordance with these articles

27 1 1 appoint a person who is willing to act to be a director, and

27 1.2. determine the rotation in which any additional directors are to retire.

- 27 2 No person other than a director retiring by rotation may be appointed a director at any general meeting unless approved by the members of the Charity and

27 2 1. he or she is recommended for re-election by the directors, or

27 2.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that

(a) is signed by a member entitled to vote at the meeting,

(b) states the member's intention to propose the appointment of a person as a director,

(c) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House, and

(d) is signed by the person who is to be proposed to show his or her willingness to be appointed

- 27 3 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation

- 27 4 The directors may appoint a person who is willing to act to be a director

- 27 5. A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation

- 27 6 The appointment of a director, whether by the Charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors

## **28. Disqualification and removal of directors**

A director shall cease to hold office if he or she

- 28 1 Ceases to be a director by virtue of any provision in the Act or is prohibited by law from being a director,
- 28 2 Is disqualified from acting as a Trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision),
- 28.3. Ceases to be a member of the Charity,
- 28 4. Becomes a Local Authority Person,
- 28 5 Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs,
- 28 6 Resigns as a director by notice to the Charity (but only if at least two directors will remain in office when the notice of resignation is to take effect), or
- 28 7 Is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated

## **29. Remuneration of directors**

The directors must not be paid any remuneration unless it is authorised by article 7.

## **30. Proceedings of directors**

- 30 1 The Board shall meet a minimum of four times in each calendar year
- 30 2 The Board may regulate their proceedings as they think fit, subject to the provisions of the articles
- 30 3 Any director may call a meeting of the directors
- 30 4 The secretary must call a meeting of the directors if requested to do so by a director
- 30 5 Questions arising at a meeting shall be decided by a majority of votes

- 30.6 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote
- 30.7 A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants

### **31. Quorum**

- 31.1 No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. "present" includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
- 31.2 The quorum shall be two or the number nearest to fifty per-cent of the total number of directors, which is the greater or such larger number as may be decided from time to time by the directors.
- 31.3 A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.
- 31.4 If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting

### **32. Chair**

- 32.1 The Chair shall be elected at the annual general meeting and shall hold office for one year from the date of appointment unless by a vote of two thirds of the directors present and entitled to vote, he is removed from office before that time
- 32.2 If and as long as the position of Chair is vacant, the directors may appoint one of their number to be Chair. The Chair shall be entitled to preside at all meetings of the Board at which he shall be present and may determine for what period he is to hold office, but if no such Chair is elected, or, if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting and/or is unwilling to preside, the Board shall choose one of their number to be Chair of the meeting
- 32.3 The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by these articles or delegated to him or her by the directors

### **33. Written resolution**

- 33 1 A resolution in writing or in electronic form agreed by a simple majority of all the directors entitled to receive notice of a meeting of directors or of a committee of directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors or (as the case may be) a committee of directors duly convened and held
- 33.2. The resolution in writing may comprise several documents containing the text of the resolution in like form to each one or more directors has signified their agreement.

### **34. Delegation**

- 34 1. The directors may appoint one or more sub-committees consisting of three or more directors for the purpose of making an inquiry or supervising or performing any function or duty which in the opinion of the Board would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Board and the terms of any delegation must be recorded in the minute book
- 34 2 The directors may impose conditions when delegating, including the conditions that
- 34 2 1 the relevant powers are to be exercised exclusively by the committee to whom they delegate
- 34 2 2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the directors
- 34 3 The directors may revoke or alter a delegation
- 34 4 All acts and proceedings of any committees must be fully and promptly reported to the directors

### **35. Validity of directors' decisions**

- 35 1 Subject to article 35 2, all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director
- 35 1 1 who was disqualified from holding office,
- 35 1 2 who had previously retired or who had been obliged by the constitution to vacate office,

35 1 3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;  
if without

35 1.4 the vote of that director, and

35.1 5 that director being counted in the quorum,

the decision has been made by a majority of the directors at a quorate meeting

35 2 Article 35.1 does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 35 1, the resolution would have been void, or if the director has not complied with article 8.

### **36. Secretary**

The Board shall appoint (and may remove) any person to act as secretary in accordance with the Act provided that if a Director is appointed he shall not be paid

### **37. Seal**

If the Charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary or by a second director

### **38. Minutes**

The directors must keep minutes of all

38 1 Appointments of officers made by the directors,

38 2 Proceedings at meetings of the Charity,

38 3 Meetings of the directors and committees of directors including

38 3 1 The names of the directors present at the meeting,

38.3 2 The decisions made at the meetings, and

38 3 3 Where appropriate, the reasons for the decisions

### **39. Accounts**

- 39 1 The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and following accounting standard issues or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice
- 39 2 The directors must keep accounting records as required by the Companies Acts

### **40. Annual Report and Return and Register of Charities**

- 40 1. The directors must comply with the requirements of the Charities Act 2011 with regard to
  - 40 1 1 the transmission of the statements of account to the Charity,
  - 40 1 2 the preparation of an annual report and its transmission to the Commission,
  - 40 1 3 the preparation of an annual return and its transmission to the Commission
- 40 2 The directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities

### **41. Means of communication to be used**

- 41 1 Subject to the articles, anything sent or supplied by or to the Charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity
- 41 2. Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being
- 41 3 Any notice to be given to or by any person pursuant to the articles
  - 41 3 1 must be in writing, or
  - 41 3 2 must be given using electronic communications
- 41 4 The Charity may give any notice to a member either
  - 41 4 1 personally, or



- 41 4 2 by sending it by post in a prepaid envelope addressed to the member at his or her address, or
- 41 4 3. by leaving it at the address of the member; or
- 41 4.4 by giving it in electronic form to the member's address
- 41 5 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity
- 41.6 A member present in person 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
- 41 7 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given
- 41 8 Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 41.9. In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given
  - 41.9 1. 48 hours after the envelope containing it was posted, or
  - 41 9 2. in the case of an electronic communication, 48 hours after it was sent

## **42. Indemnity**

- 42 1 The Charity shall indemnify any director against any liability incurred by him or her in that capacity, to the extent permitted by sections 232 to 234 of the Companies Acts
- 42 2 In this article a "**relevant director**" means any director or former director of the Charity

## **43. Rules**

- 43.1. The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity
- 43 2 The bye laws may regulate the following matters but are not restricted to them

- 43 2 1 The admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
  - 43 2 2 The conduct of members of the Charity in relation to one another , and the Charity's employees and volunteers,
  - 43 2 3 The setting aside of the whole or any part of parts of the Charity's premises at any particular time or time or for any particular purpose or purposes,
  - 43 2 4. The procedure at general meeting and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the Articles,
  - 43 2 5 Generally, all such matters as are commonly the subject matter of company rules.
- 43.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws
- 43 4 The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity
- 43 5 The rules or bye laws, shall be binding on all members of the Charity  
No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles

#### **44. Disputes**

If a dispute arises between the members of the Charity about the validity or propriety of anything done by the members of the Charity under these Articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation

#### **45. Dissolution**

- 45 1. The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways
- 45 1 1 directly for the Objects, or
  - 45 1 2 by transfer to any Charity or charities for purposes similar to the Objects, or

- 45 1 3 to any charities for use for particular purposes that fall within the Objects.
- 45 2 Subject to any such resolution of the members of the Charity, the directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the Charity be applied or transferred.
  - 45 2 1 directly for the Objects; or
  - 45 2 2 by transfer to any Charity or charities for purposes similar to the Objects, or
  - 45 2.3 to any Charity or charities for use for particular purposes that fall within the Objects
- 45 3 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity) and if no resolution in accordance with article 43 1 is passed by the members or the directors the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Commission

#### **46. Interpretation**

In Article 7, 9 and 34.2 "connected person" means

- 46.1. a child, parent, grandchild, grandparent, brother or sister of the director;
- 46 2 the spouse or civil partner of the director or of any person falling within paragraph 44 1 above,
- 46 3 a person carrying on business in partnership with the director or with any person falling within paragraph 44 1 or 44 2 above;
- 46 4. an institution which is controlled –
  - 46.4.1 by the director or any connected person falling within paragraph 44.1, 44 2 or 44 3 above, or
  - 46 4.2 by two or more persons falling within sub-paragraph 44 4 1, when taken together
- 46 5 a body corporate in which. –
  - 46 5 1. the director or any connected person falling within paragraphs 44.1 to 44 3 has a substantial interest, or

- 46 5 2 two or more persons falling within sub-paragraph 44 5.1 who, when taken together, have a substantial interest
- 46 5 3 Sections 350-352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this Article