

File Copy



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company Number **9288779**

The Registrar of Companies for England and Wales, hereby certifies that

THE BLAKE COTTAGE TRUST

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **30th October 2014**



N092887791

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Companies House

IN01(ef)

Application to register a company

Received for filing in Electronic Format on the: 30/10/2014



X3JLYSQ2

Company Name
in full: THE BLAKE COTTAGE TRUST

I confirm that the above proposed company meets the conditions for exemption from the requirements to have a name ending with 'Limited' or permitted alternative

Company Type: Private limited by guarantee

Situation of Registered
Office: England and Wales

Proposed Register
Office Address: 50 BROADWAY
LONDON
UNITED KINGDOM
SW1H 0BL

I wish to adopt entirely bespoke articles

Company Director **1**

Type: **Person**

Full forename(s): **MR SIMON PATRICK**

Surname: **WEIL**

Former names:

Service Address: **50 BROADWAY
LONDON
UNITED KINGDOM
SW1H 0BL**

Country/State Usually Resident: **UNITED KINGDOM**

Date of Birth: **21/03/1955** *Nationality:* **BRITISH**

Occupation: **SOLICITOR**

Consented to Act: **Y** *Date authorised:* **30/10/2014** *Authenticated:* **YES**

Company Director 2

Type: **Corporate**

Name: **BROADWAY DIRECTORS LIMITED**

*Registered or
Principal Office
Address:* **50 BROADWAY WESTMINSTER
LONDON
UNITED KINGDOM
SW1H 0BL**

European Economic Area (EEA) Company

Register Location: **UNITED KINGDOM**

Registration Number: **04081670**

Consented to Act: **Y** *Date authorised:* **30/10/2014** *Authenticated:* **YES**

Statement of Guarantee

I confirm that if the company is wound up while I am a member , or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for :

- payment of debts and liabilities of the company contracted before I cease to be a member;*
- payments of costs, charges and expenses of winding up, and;*
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.*

Name: **BROADWAY NOMINEES LIMITED**

Address: **50 BROADWAY
LONDON
UNITED KINGDOM
SW1H 0BL**

Amount Guaranteed: **GBP1**

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Authorisation

Authoriser Designation: **subscriber**

Authenticated: **Yes**

COMPANY NOT HAVING A SHARE CAPITAL

Memorandum of Association of

The Blake Cottage Trust

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication by each subscriber
Broadway Nominees Limited	Broadway Nominees Limited

Dated 30/10/2014



BIRCHAM DYSON BELL

50 Broadway London T +44 (0)20 7227 7000
SW1H 0BL United Kingdom F +44 (0)20 7222 3480
DX 2317 Victoria W www.bdb-law.co.uk

**THE COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
OF**

THE BLAKE COTTAGE TRUST

Date of Incorporation:

Company Number:



BIRCHAM DYSON BELL

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COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

- of -

THE BLAKE COTTAGE TRUST

DEFINITIONS AND INTERPRETATION

1 Definitions and interpretation

1.1 In these Articles the following words and phrases shall have the following meanings unless the context otherwise requires:

Act	means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;
Articles	means these Articles of Association;
Charities Act	means the Charities Act 2011 including any statutory modification, consolidation or re-enactment thereof for the time being in force;
Charity	means The Blake Cottage Trust;
Charity Commission	means the Charity Commission for England and Wales;
clear days	in relation to a period of notice means a 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;
Director	means a director of the Charity and includes any person occupying the position of director, by whatever name called. The Directors are charity trustees as defined in the

Charities Act;

document	includes, unless otherwise specified, any document sent or supplied in electronic form;
electronic form	includes electronic means (for example, e-mail or fax) or any other means while in electronic form (for example, sending a disk through the post);
Member	means a person who is a subscriber to the Memorandum or who is admitted to membership in accordance with the Articles;
Memorandum	means the memorandum of association of the Charity;
Model Articles	means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229)
Objects	the objects of the Charity as set out in Article 4;
Ordinary Resolution	means a resolution (of the Members or, if applicable, a class of the Members) that is passed: <ul style="list-style-type: none">(i) if a written resolution, by Members representing a simple majority of the total voting rights of eligible Members;(ii) on a show of hands at a meeting, by a simple majority of the votes cast by those entitled to vote;(iii) on a poll at a meeting, by Members representing a simple majority of the total voting rights of Members who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;
proxy notice	has the meaning given in Article 15;
Seal	means the common seal of the Charity;
Secretary	means any person appointed to perform the duties of the secretary of the Charity;
Special Resolution	means a resolution (of the Members or, if applicable, a class of the Members) passed: <ul style="list-style-type: none">(i) if a written resolution, by Members representing not less than 75% of the total voting rights of eligible Members;(ii) on a show of hands at a meeting, by a majority not less than 75% of the votes cast by those

entitled to vote;

- (iii) on a poll at a meeting, by Members representing not less than 75% of the total voting rights of the Members who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;

United Kingdom

means the United Kingdom of Great Britain and Northern Ireland.

writing

means 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.

- 1.2 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these Articles become binding on the Charity.
- 1.3 All words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine.
- 1.4 Headings in the Articles are used for convenience only and shall not affect the construction or interpretation of the Articles.
- 1.5 The Model Articles shall not apply to the Charity.

CHARITY DETAILS

2 Name

The name of the Charity is The Blake Cottage Trust.

3 Registered office

The registered office of the Charity is to be situated in England and Wales.

OBJECTS AND POWERS

4 Objects

The Charity's objects are restricted specifically to the promotion, encouragement, maintenance, improvement and advancement of education of the public in the life and works of William Blake and to equipping and maintaining the property located at 1 Blake's Road,

Felpham, Bognor Regis, PO22 7EB as a museum to house and preserve articles having connection with the said William Blake.

5 Powers

The Charity has power to do anything which is calculated to further the Objects, or any of them, or is conducive or incidental to doing so. In particular, and without limiting the foregoing, the Charity's powers include power:

- 5.1 to accept any gift or transfer of money or any other property whether or not subject to any special trust;
- 5.2 to raise funds, provided that in doing so the Charity shall not undertake any substantial permanent taxable trading and shall comply with any relevant statutory regulations;
- 5.3 to purchase or form trading companies alone or jointly with others;
- 5.4 to buy, take on lease or exchange, hire or otherwise acquire and hold any real or personal estate;
- 5.5 to maintain, alter or equip for use any real or personal estate;
- 5.6 to erect, maintain, improve, or alter any buildings in which the Charity for the time being has an interest;
- 5.7 subject to such consents as may be required by law to sell, lease or otherwise dispose of all or any part of the real or personal estate belonging to the Charity;
- 5.8 subject to such consents as may be required by law to borrow or raise money and to give security for loans or grants;
- 5.9 to make grants or loans of money, to give guarantees and become or give security for the performance of contracts and to grant powers of attorney by way of security for the performance of obligations;
- 5.10 to co-operate, including exchanging information and advice, and enter into arrangements with other bodies, international, national, local or otherwise;
- 5.11 to establish or support any charitable trusts, associations, companies, institutions or other bodies formed for any of the charitable purposes included in the Objects;
- 5.12 to acquire or merge with any other charity formed for any of the Objects;
- 5.13 to enter into partnership, joint venture or other arrangement with any body with objects similar in whole or part to the Objects;
- 5.14 to affiliate to or accept affiliation from any body with objects similar in whole or part to the Objects;

- 5.15 to set aside funds for special purposes or as reserves against future expenditure in accordance with a written reserves policy;
- 5.16 to deposit or invest funds with all the powers of a beneficial owner, but to invest only after obtaining advice from a financial expert (as defined in Article 5.17) and having regard to the suitability of investments and the need for diversification;
- 5.17 to delegate the management of investments to a financial expert but only on terms that:
 - 5.17.1 the investment policy is set down in writing for the financial expert by the Directors;
 - 5.17.2 make provision for appropriate and regular reporting obligations to the Directors or to a committee authorised by the Directors to receive such reports in respect of all transactions;
 - 5.17.3 the performance of the investments is reviewed regularly with the Directors;
 - 5.17.4 the Directors shall be entitled to cancel the delegation arrangement at any time;
 - 5.17.5 the investment policy and the delegation arrangement are reviewed at least once a year;
 - 5.17.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Directors on receipt; and
 - 5.17.7 the financial expert must not do anything outside the powers of the Directors;

and **financial expert** means a person who is reasonably believed by the Directors to be qualified to give advice in relation to investments by reason of his ability in and practical experience of financial and other matters relating to investments;
- 5.18 to arrange for investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in the United Kingdom) under the control of the Directors or of a financial expert (as defined in Article 5.17) acting under their instructions and to pay any reasonable fee required;
- 5.19 to insure and arrange insurance cover of every kind and nature in respect of the Charity, its property and assets and take out other insurance policies to protect the Charity, its employees, volunteers or members as required;
- 5.20 to provide indemnity insurance to cover the liability of the Directors or any other officer of the Charity:
 - 5.20.1 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 he may be guilty in relation to the Charity but not extending to:
 - (a) any liability resulting from conduct which the Directors knew, or must reasonably be assumed to have known, was not in the interests of the

Charity, or where the Directors did not care whether such conduct was in the best interests of the Charity or not;

(b) any liability to pay the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or wilful or reckless misconduct of the Directors;

(c) any liability to pay a fine or regulatory penalty.

5.20.2 to make contributions to the assets of the Charity in accordance with the provisions of section 214 of the Insolvency Act 1986 but not extending to any liability to make such a contribution where the basis of the Director's liability is his 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;

5.21 to employ and pay any person or persons to supervise, organise, carry on the work of and advise the Charity provided that the Charity may only employ a Director to the extent permitted in Article 6 and subject to compliance with the conditions set out there;

5.22 subject to the provisions of Article 6 to pay reasonable annual sums or premiums for or towards the provision of pensions for officers or employees for the time being of the Charity or their dependants;

5.23 to enter into contracts to provide services to or on behalf of other bodies;

5.24 to establish subsidiary companies to assist or act as agents for the Charity;

5.25 to publish or distribute information;

5.26 to hold exhibitions, meetings, lectures, classes, seminars or courses either alone or with others;

5.27 to cause to be written, printed or otherwise reproduced and circulated, gratuitously or otherwise, periodicals, magazines, books, leaflets or other documents, films, recorded tapes or materials reproduced on electronic media;

5.28 to foster and undertake research into any aspect of the Objects and its work and to disseminate and exchange the results of any such research;

5.29 to act as trustee of any trust;

5.30 to make any charitable donation either in cash or assets;

5.31 to obtain any Act of Parliament or other order or authority or to promote, support or oppose legislative or other measures or proceedings or to petition the Crown, Parliament or other public persons or bodies in the United Kingdom in respect of any matter affecting the interests of the Charity;

5.32 to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity as a company and as a charity.

APPLICATION, PAYMENT OR DISTRIBUTION OF THE CHARITY'S PROPERTY AND INCOME AND LIMITED LIABILITY OF MEMBERS

6 Application of income and property

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

6.2 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 Members of the Charity. This does not prevent a Member who is not also a Director of the Charity receiving:

6.2.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;

6.2.2 reasonable and proper remuneration for any goods or services rendered to the Charity;

6.2.3 interest on money lent to the Charity at a reasonable and proper rate not exceeding either 2% per annum below the base lending rate prescribed for the time being by a clearing bank in London selected by the Directors or 3%, whichever is the greater;

6.2.4 reasonable and proper rent for premises demised or let to the Charity;

6.2.5 any premium in respect of insurance to cover any of the liabilities specified in Article 5.

A Member who is also a Director may only receive a benefit, directly or indirectly, in accordance with Article 6.3 below.

6.3 A Director:

6.3.1 shall be entitled to be paid reasonable out-of-pocket expenses properly incurred when acting on behalf of the Charity;

6.3.2 may receive an indemnity from the Charity in accordance with Article 36;

6.3.3 may benefit from insurance cover, including indemnity insurance, purchased at the expense of the Charity in accordance with Article 5;

subject thereto no Director may receive any payment or other material benefit, directly or indirectly, from the Charity unless:

6.3.4 the payment is expressly permitted in Article 6.4 below and the conditions set out in Article 6.5 are followed; or

6.3.5 the Directors obtain the prior written approval of the Charity Commission.

6.4 A Director may directly or indirectly:

6.4.1 receive a benefit in the capacity of a beneficiary of the Charity;

- 6.4.2 receive fees, remuneration or other benefit in money or money's worth under a contract for the supply of goods or services to the Charity other than for acting as a Director;
 - 6.4.3 receive interest on money lent to the Charity at a reasonable and proper rate not exceeding either 2% per annum below the base lending rate prescribed for the time being by a clearing bank in London selected by the Directors or 3%, whichever is the greater;
 - 6.4.4 receive reasonable and proper rent for premises demised or let to the Charity.
- 6.5 The authority in Article 6.4 above is subject to the following conditions being satisfied:
- 6.5.1 the remuneration or other sums paid to or for the benefit of the Director do not exceed an amount which is reasonable in all the circumstances;
 - 6.5.2 prior to any payment being made to the Director or for his benefit (other than in his capacity as a beneficiary) an appropriate written contract is concluded between the Director (or relevant person) and the Charity containing the full details of his duties and obligations to the Charity the amount of remuneration payable to him and all other relevant terms and conditions and copies of all such contracts are retained by the Charity for inspection by any authorised person;
 - 6.5.3 the other Directors are satisfied that it is in the interests of the Charity to contract with that Director (or relevant person) rather than with someone who is not a Director (or relevant person). In reaching that decision the Directors shall balance the advantage of contracting with the Director (or relevant person) against the disadvantages of doing so (including the loss of the Director's services as a result of dealing with the Director's conflict of interests);
 - 6.5.4 a majority of the Directors then in office are not in receipt of such payments or benefits;
 - 6.5.5 the provisions of Article 7 below are observed in relation to any discussions of the Directors concerning that Director's interest, his remuneration or any variation of his remuneration;

and, in this Article, where Article 6.4 applies in respect of a Director indirectly, a **relevant person** is a person (other than the Director) who proposes to enter into a contract with, lend money to or demise or let premises to the Charity under Articles 6.4.2, 6.4.3 or 6.4.4 as the case may be.

7 Conflicts of interests and conflicts of loyalty

- 7.1 Whenever a Director has a personal interest (including but not limited to a personal financial interest or a duty of loyalty owed to another organisation or person) directly or indirectly in a matter to be discussed at a meeting of the Directors or a committee of the Directors or in any transaction or arrangement with the Charity (whether proposed or already entered into), the Director concerned shall:

- 7.1.1 declare an interest at or before any discussion on the item;
 - 7.1.2 withdraw from any discussion on the item save to the extent that he is invited expressly to contribute information;
 - 7.1.3 not be counted in the quorum for the part of any meeting and any vote devoted to that item; and
 - 7.1.4 withdraw during the vote and have no vote on the item.
- 7.2 Where a Director becomes aware of such a personal interest in relation to a matter arising in a resolution in writing circulated to the Directors, the Director concerned shall:
- 7.2.1 as soon as possible declare an interest to all the other Directors;
 - 7.2.2 not be entitled to vote on the resolution in writing, and
- the resolution shall take effect accordingly provided that any Director who has already voted on the resolution may, on being notified of the personal interest, withdraw their vote.
- 7.3 Articles 7.1.2 to 7.1.4 and 7.2 shall not apply where the matter to be discussed is in respect of a policy of insurance as authorised in the Articles.
- 7.4 If a conflict of interests arises for a Director, which may but need not be 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, then, on the matter being proposed to the Directors, the unconflicted Directors may authorise the conflict of interests (the **authorised conflict**) subject to the conditions in Article 7.5.
- 7.5 A conflict of interests may only be authorised under Article 7.4 if:
- 7.5.1 the unconflicted Directors consider it is in the interests of the Charity to do so in the circumstances applying;
 - 7.5.2 the procedures of Articles 7.1 and 7.2 (as the case may be) are followed in respect of the authorised conflict; and
 - 7.5.3 the terms of Article 6 are complied with in respect of any direct or indirect benefit to the conflicted Director which may arise from the authorised conflict.
- 7.6 Where a conflict is authorised in accordance with Articles 7.4 and 7.5 above, the unconflicted Directors, as they consider appropriate in the interests of the Charity, may set out any express terms of the authorisation, which may, but need not, include authorising the conflicted Director:
- 7.6.1 to disclose information confidential to the Charity to a third party; or
 - 7.6.2 to refrain from taking any step required to remove the conflict,
- and may impose conditions on the authorisation.

8 Limited liability of Members

The liability of the Members is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Charity in the event of the same being wound up while he is a Member, or within one year after he ceases to be a Member, for:

- 8.1 payment of the debts and liabilities of the Charity contracted before he ceases to be a Member,
- 8.2 payment of the costs, charges and expenses of winding up, and
- 8.3 adjustment of the rights of the contributories among themselves.

9 Surplus assets

- 9.1 If on the winding-up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatever of the Charity (the **Charity's surplus assets**), the same shall not be paid to or distributed among the Members of the Charity, but shall be given or transferred in accordance with this Article.
- 9.2 The Members of the Charity may at any time before, and in expectation of, its dissolution resolve that the Charity's surplus assets shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:
 - 9.2.1 directly for one of more of the Objects;
 - 9.2.2 to any one or more charities for purposes which are similar to the Objects; or
 - 9.2.3 to any one or more charities for use for particular purposes falling within the Objects.
- 9.3 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 the Charity's surplus assets shall on or before dissolution of the Charity be applied or transferred in any of the following ways:
 - 9.3.1 directly for one of more of the Objects;
 - 9.3.2 to any one or more charities for purposes which are similar to the Objects; or
 - 9.3.3 to any one or more charities for use for particular purposes falling within the Objects.
- 9.4 In the event of no resolution being passed by the Members or the Directors in accordance with this Article on the winding-up or dissolution of the Charity, the Charity's surplus assets shall be applied for charitable purposes as directed by the Court or the Charity Commission.
- 9.5 If the Charity is a trustee of any trusts at the time it is wound up or dissolved, the Charity shall procure the appointment of a new trustee or trustees of those trusts in the place of the Charity.

MEMBERSHIP

10 Members

- 10.1 Any Director shall, by agreeing to become a Director, agree to become a Member of the Charity and accordingly shall be admitted to membership of the Charity on his appointment as Director.
- 10.2 Membership of the Charity is open to any individual who or organisation which:
- 10.2.1 applies to the Charity in the form required by the Directors; and
 - 10.2.2 is approved by the Directors.
- 10.3 An application for membership may be approved or rejected by the Directors and no applicant shall be admitted to membership of the Charity unless their application for membership has been approved by the Directors.
- 10.4 Membership is not transferable.
- 10.5 The Charity shall maintain a register of Members.

11 Classes of membership

The Directors may establish different classes of membership and prescribe their respective privileges and duties and set the amounts of any subscriptions.

12 Termination of membership

Membership is terminated if:

- 12.1 the Member dies or, if it is an organisation, ceases to exist;
- 12.2 the Member retires by written notice to the Charity provided that after such retirement the number of Members is not less than three;
- 12.3 any sum due from the Member to the Charity has been wholly or partly outstanding for at least six months and the Charity serves notice in writing on the Member terminating the membership. In such circumstances the termination of membership shall take effect from the date and time when the notice is served;
- 12.4 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. Such a resolution may only be passed if:
 - 12.4.1 the Member has been given at least 14 clear days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons for its proposal; and

- 12.4.2 the Member or, at the option of the Member, the Member's representative, who need not be a Member of the Charity, has been permitted to make representations to the meeting.
- 12.5 in the case of a Director of the Charity, the Member ceases to be a Director.

MEETINGS OF MEMBERS

13 General meetings

- 13.1 The Directors may call general meetings.
- 13.2 On the requisition of Members pursuant to the Act the Directors shall forthwith proceed to convene a general meeting in accordance with the provisions of the Act. If there are not within the United Kingdom sufficient Directors to call a general meeting, any Director or any Member may call a general meeting in accordance with the provisions of the Act.

14 Notice of general meetings

- 14.1 General meetings shall be called by at least 14 clear days' notice.
- 14.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of the Members having a right to attend and vote at the meeting, being a majority together representing not less than 90% of the total voting rights at that meeting of all the Members.
- 14.3 The notice shall specify the place, the day and the time of meeting, the general nature of the business to be transacted and a statement pursuant to the Act informing the Member of his rights regarding proxies.
- 14.4 Subject to the provisions of the Articles and to any restrictions imposed on any classes of membership, notice of general meeting shall be given in any manner authorised by these Articles to:
- 14.4.1 every Member except those Members who (having no registered address within the United Kingdom) have not supplied to the Charity an address within the United Kingdom for the giving of notices to them;
 - 14.4.2 the auditor for the time being of the Charity; and
 - 14.4.3 each Director,
- and no other person shall be entitled to receive notice of general meetings.
- 14.5 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

- 14.6 A Member present at any meeting of the Charity either in person or by proxy shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

15 Proxies

- 15.1 A Member is entitled to appoint another person as his proxy to exercise all or any of his rights to attend and to speak and vote at a general meeting of the Charity.

- 15.2 Proxies may only validly be appointed by a notice in writing (a **proxy notice**) which:

- 15.2.1 states the name and address of the Member appointing the proxy;
- 15.2.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
- 15.2.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
- 15.2.4 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.

- 15.3 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

- 15.4 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.

- 15.5 Unless a proxy notice indicates otherwise, it must be treated as:

- 15.5.1 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
- 15.5.2 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.

- 15.6 Proxy notices may:

- 15.6.1 in the case of an instrument in writing be deposited at the office 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 not less than 48 hours (not counting any part of a day that is not a working day) before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- 15.6.2 in the case of an appointment in electronic form, where an address has been specified for the purpose of receiving documents in electronic form:
 - 15.6.2.1 in the notice convening the meeting, or

15.6.2.2 in any instrument of proxy sent out by the Charity in relation to the meeting, or

15.6.2.3 in any invitation in electronic form to appoint a proxy issued by the Charity in relation to the meeting,

be received at such address not less than 48 hours before (not counting any part of a day that is not a working day) the time for holding the meeting or adjourned meeting at which the person named in the proxy notice proposes to vote;

15.6.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before (not counting any part of a day that is not a working day) the time appointed for the taking of the poll; or

15.6.4 in the case of a poll which is not taken forthwith but taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the Secretary or to any Director;

and a proxy notice which is not deposited, delivered or received in a manner so permitted shall be invalid.

15.7 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.

15.8 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.

15.9 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.

16 Representation of organisations at general meetings

16.1 Where an organisation is a Member of the Charity, it may authorise any person to act as its representative at any meeting of the Charity. Such a representative shall, subject to Article 16.2, be entitled to exercise on behalf of the Member organisation the same powers as the organisation could exercise if it were an individual Member of the Charity.

16.2 Written notice of the representative's authority shall be given to the Charity, failing which the Charity shall not be required to accept the right of the representative to exercise the organisation's rights at meetings. Any such notice given to the Charity shall be conclusive evidence that the representative is entitled to represent the organisation and that his or her authority has not been revoked. The Charity shall not be required to consider whether the representative has been properly authorised by the organisation.

16.3 The Charity shall be entitled to regard the representative as eligible to represent the Member organisation until written notice to the contrary is received by the Charity.

17 Organisation at general meetings

- 17.1 No business shall be transacted at any general meeting unless a quorum is present.
- 17.2 Two persons entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member or a duly authorised representative of a Member organisation, shall be a quorum.
- 17.3 There shall be a chairman of every general meeting:
 - 17.3.1 The chairman, if any, of the Directors shall chair every general meeting of the Charity.
 - 17.3.2 In his absence the vice-chairman, if any, of the Directors shall act as chairman.
 - 17.3.3 If at any meeting neither the chairman nor the vice-chairman is present within ten minutes after the time appointed for the holding of the meeting and willing to act, the Directors present shall elect one of their number to chair the meeting.
 - 17.3.4 If there is only one Director present and willing to act, he shall chair the meeting.
 - 17.3.5 If at any meeting no Director is willing to act as chairman or if no Director is present within ten minutes after the time appointed for the holding of the meeting, the Members present shall choose one of their number to chair the meeting.
- 17.4 If within thirty minutes from the time appointed for the meeting a quorum is not present, or if during a meeting a quorum ceases to be present, the meeting:
 - 17.4.1 if convened on the requisition of Members, shall be dissolved;
 - 17.4.2 in any other case, shall be adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Directors may determine.
- 17.5 In relation to adjournment of meetings:
 - 17.5.1 the chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
 - 17.5.2 when a meeting is adjourned for 14 days or more, the Charity shall give at least seven clear days' notice of it to the same persons to whom notice of the Charity's general meetings is required to be given, and containing the same information which such notice is required to contain;
 - 17.5.3 otherwise it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

18 Attendance and speaking at general meetings

- 18.1 A person is able to exercise the right to speak at a general meeting when that person is in a position, during the meeting, to communicate to all those attending the meeting any information or opinions which that person has on the business of the meeting.
- 18.2 A person is able to exercise the right to vote at a general meeting when:
- 18.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
 - 18.2.2 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.
- 18.3 The Directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- 18.4 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.
- 18.5 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.

DECISIONS OF MEMBERS

19 Voting at general meetings

- 19.1 A resolution put to the vote of a general meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded.
- 19.2 Unless a poll is duly demanded in accordance with the Act, a declaration by the chairman and an entry to that effect in the minutes of proceedings of the Charity that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

20 Votes of members

- 20.1 Every Member, whether an individual or organisation, shall have one vote.
- 20.2 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

21 Written resolutions

- 21.1 Save for a resolution to remove a Director before the expiration of his period of office or to remove an auditor before the expiration of his term of office, any resolution of the Members may be proposed and passed as a written resolution in accordance with the Act.
- 21.2 A written resolution shall lapse if it is not passed before the end of 28 days beginning with the date on which the resolution is circulated in accordance with the Act.

DIRECTORS

22 Directors

- 22.1 Upon incorporation of the Charity, there shall be an interim board (the **Interim Board**) who shall discharge all the functions of the Directors until such time as the Directors have been constituted at which point the members of the Interim Board shall resign from office.
- 22.2 The Interim Board shall comprise such person or persons who complete, sign and deliver to the Registrar of Companies Form IN01 as the first Director or Directors, pursuant to the Act.
- 22.3 Save for the Interim Board, the maximum number of Directors shall be nine and the minimum number of Directors shall be three (unless otherwise determined by Ordinary Resolution).
- 22.4 A Director may not appoint an alternate director or anyone to act on his behalf at meetings of the Directors.

23 Appointment of Directors

- 23.1 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director:
 - 23.1.1 by Ordinary Resolution, or
 - 23.1.2 by a simple majority of all the Directors entitled to attend and vote at any meeting of the Directors.
- 23.2 No appointment of a Director, whether by the Charity in general meeting or by the other Directors, may be made which would cause the number of Directors to exceed any number fixed as the maximum number of Directors.
- 23.3 Subject to Articles 24 and 25 a Director shall hold office until his retirement in accordance with Article 26.

24 Removal of Directors

- 24.1 The Charity may by Ordinary Resolution of which special notice has been given to the Charity in accordance with the Act remove any Director before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Charity and such Director.
- 24.2 The Directors may remove any Director before the expiration of his period of office by a resolution at a meeting of the Directors passed by at least two thirds of the Directors (excluding the Director whose proposed removal is the subject of the resolution) provided that:
- 24.2.1 the Director proposed to be removed shall have received at least 14 clear days' notice in writing of the proposed resolution and the reasons for the proposal;
 - 24.2.2 the Director or, at the option of the Director, the Director's representative, who need not be a Director or Member, has been permitted to make representations to the meeting; and
 - 24.2.3 the Directors passing the resolution determine that it is in the best interests of the Charity to do so.

25 Disqualification or vacation of office of Directors

The office of Director shall be vacated if:

- 25.1 the Director ceases to be a Director by virtue of any provision of the Act or becomes prohibited by law from being a Director;
- 25.2 the Director is disqualified from acting as a charity trustee by virtue of the Charities Act;
- 25.3 the Director becomes bankrupt or makes any arrangement or composition with his creditors generally;
- 25.4 a registered medical practitioner who is treating the Director gives a written opinion to the Charity stating that the Director has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 25.5 a court makes an order which wholly or partly prevents the Director from personally exercising any powers or rights which he would otherwise have and the Directors resolve that his office be vacated;
- 25.6 the Director resigns his office by written notice to the Charity provided at least three Directors remain in office after the resignation takes effect;
- 25.7 the Director is absent from all Directors' meetings without leave for one year and the Directors resolve that his office be vacated;

- 25.8 the Director is directly or indirectly interested in any contract with the Charity and fails to declare the nature of his interest as required by the Act or the Articles and the Directors resolve that the office be vacated;
- 25.9 the Director is deemed by HM Revenue & Customs not to be a fit and proper person to be a manager of the Charity and the Directors resolve that his office be vacated;
- 25.10 the Director fails to agree to a reasonable request by the Directors that the Director signs a declaration that they are a fit and proper person to act as such and the Directors resolve that his office be vacated;
- 25.11 the Director's conduct leads to the Directors deciding to make a serious incident report to the Charity Commission and the Directors resolve that his office be vacated; or
- 25.12 the Director fails to agree to a reasonable request by the Directors for a Disclosure and Barring Service (DBS) check (or equivalent).

26 Retirement of Directors

- 26.1 At the board meeting closest to the anniversary of the date of incorporation of the Charity each year, one third of the Directors or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office.
- 26.2 The Directors to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment, but as between persons who became appointed or were last re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by a secret ballot of all the Directors.
- 26.3 Subject to Article 26.4, a person retiring from the office of Director shall be eligible for re-election.
- 26.4 No Director shall serve for a consecutive period of more than nine years save with the unanimous approval of the other Directors.

27 Powers and duties of the Directors

- 27.1 Subject to the provisions of the Act and the Articles and to any directions given by Special Resolution, the business of the Charity shall be managed by the Directors who may exercise all the powers of the Charity.
- 27.2 No alteration of the Articles and no direction given by Special Resolution shall invalidate anything which the Directors have done before the making of the alteration or the passing of the resolution.
- 27.3 A meeting of the Directors at which a quorum is present may exercise all powers exercisable by the Directors.

28 Proceedings and decisions of the Directors

- 28.1 Subject to the provisions of the Articles, the Directors may regulate their proceedings as they think fit.
- 28.2 The Directors shall meet at least twice a year.
- 28.3 A meeting of the Directors:
- 28.3.1 may be called by any Director; and
 - 28.3.2 shall, at the request of a Director, be called by the Secretary (if any).
- 28.4 Notice of any meeting of the Directors must indicate:
- 28.4.1 its proposed date, time and subject matter;
 - 28.4.2 where it is to take place; and
 - 28.4.3 if it is anticipated that Directors 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.
- 28.5 In fixing the date and time of any meeting of the Directors, the person calling it shall try to ensure, subject to the urgency of any matter to be decided by the Directors, that as many Directors as practicable are likely to be available to participate in it.
- 28.6 Notice of a meeting of the Directors must be given to each Director, but need not be in writing.
- 28.7 Notice of a meeting of the Directors need not be given to Directors who waive their entitlement to notice of that meeting, which they may do by giving notice to that effect to the Charity seven days before or after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.
- 28.8 Directors are to be treated as having waived their entitlement to notice of a meeting if they have not supplied the Charity with the information necessary to ensure that they receive the notice before the meeting takes place.
- 28.9 Any Director may participate in a meeting of the Directors by means of video conference, telephone or any suitable electronic means agreed by the Directors whereby all persons participating in the meeting can communicate with all the other participants and participation in such a meeting shall constitute presence in person at that meeting.
- 28.10 In relation to the quorum for a meeting of the Directors:
- 28.10.1 no decision other than a decision to call a meeting of the Directors or a general meeting shall be taken by the Directors unless a quorum participates in the decision-making process;
 - 28.10.2 the quorum for decision-making by the Directors may be fixed from time to time by a decision of the Directors, provided it shall not be less than two, and unless

otherwise fixed it shall be either two or the number nearest to one third of the total number of Directors, whichever is the greater;

28.10.3 if the total number of Directors for the time being is less than the quorum required for decision-making by the Directors, the Directors shall not take any decision other than a decision:

28.10.3.1 to appoint further Directors, or

28.10.3.2 to call a general meeting so as to enable the Members to appoint further Directors;

28.10.4 a Director shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.

28.11 Questions arising at a meeting shall be decided by a majority of votes.

28.12 At their first meeting the Directors shall elect a chairman and vice-chairman from among their number and shall determine the period for which they are to hold office, although they shall always be eligible for re-election.

28.13 If at any meeting neither the chairman nor the vice-chairman is present within ten minutes after the time appointed for holding the same, or if there is no chairman or vice-chairman, the Directors present shall choose one of their number to chair the meeting.

28.14 In the case of an equality of votes, the chairman shall have a second or casting vote. But this does not apply if, in accordance with the Articles, the chairman is not to be counted as participating in the decision-making process for quorum or voting purposes. No Director in any other circumstances shall have more than one vote.

28.15 All acts done by any meeting of the Directors or of a committee, or by any person acting as a Director, shall, notwithstanding that it be afterwards discovered that:

28.15.1 there was some defect in the appointment of any such Director or person acting as a Director, or

28.15.2 they or any of them were disqualified, or

28.15.3 they or any of them were not entitled to vote on the matter,

be as valid as if every such person had been duly appointed and was qualified to be a Director.

28.16 Save for a resolution to remove a Director from office under Article 24.2, a resolution in writing, signed by all the Directors entitled to receive notice of a meeting of the 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 duly convened and held and may consist of several documents in like form each signed by one or more Directors.

- 28.17 Subject to the Articles, the Directors may make any rules which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to the Directors.

29 Delegation by the Directors

- 29.1 The Directors may delegate any of their powers to any committee consisting of one or more Directors.

- 29.2 The Directors shall determine the terms of any delegation to such a committee and may impose conditions, including that:

29.2.1 the relevant powers are to be exercised exclusively by the committee to whom the Directors delegate;

29.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.

- 29.3 Subject to and in default of any other terms imposed by the Directors:

29.3.1 the chairman shall be an ex-officio member of every committee appointed by the Directors;

29.3.2 the members of a committee may, with the approval of the Directors, appoint such persons, not being Directors, as they think fit to be members of that committee;

29.3.3 a committee may elect a chairman of its meetings; if no such chairman is elected, or, if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same, the members present may choose one of their number to chair the meeting;

29.3.4 a committee may meet and adjourn as it thinks proper;

29.3.5 questions arising at any meeting shall be determined by a majority of votes of the committee members present, and

29.3.6 in the case of an equality of votes the chairman of the committee shall have a second or casting vote;

and subject thereto committees to which the Directors delegate any of their powers shall follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by the Directors.

- 29.4 The terms of any delegation to a committee shall be recorded in the minute book.

- 29.5 The Directors may revoke or alter a delegation.

- 29.6 All acts and proceedings of committees shall be reported to the Directors fully and promptly.

30 Delegation of day to day management

- 30.1 The Directors may delegate day to day management and administration of the Charity to one or more managers.
- 30.2 In respect of each manager the Directors shall:
 - 30.2.1 provide a description of the manager's role; and
 - 30.2.2 set the limits of the manager's authority.
- 30.3 The managers shall report regularly and promptly to the Directors on the activities undertaken in accordance with their role.

SECRETARY AND MINUTES

31 Secretary

- 31.1 Subject to the provisions of the Act, any Secretary shall be appointed by the Directors for such term at such remuneration and on such conditions as the Directors may think fit. Any Secretary so appointed by the Directors may be removed by them.
- 31.2 A Secretary who is also a Director may not be remunerated save as permitted in accordance with the Articles.

32 Minutes

- 32.1 The Directors shall ensure that the Charity keeps records, in writing, comprising:
 - 32.1.1 minutes of all proceedings at general meetings;
 - 32.1.2 copies of all resolutions of Members passed otherwise than at general meetings;
 - 32.1.3 details of appointments of officers made by the Directors; and
 - 32.1.4 minutes of meetings of the Directors and committees of the Directors, including the names of the Directors present at the meeting.
- 32.2 The Directors shall ensure that the records comprising 32.1.1 and 32.1.2 above shall be kept for at least 10 years from the date of the meeting or resolution, as the case may be.

ACCOUNTS AND AUDIT

33 Accounts

33.1 The Directors shall comply with the requirements of the Act and of the Charities Act for keeping financial records, the audit or other scrutiny of accounts (as required) and the preparation and transmission to the Registrar of Companies and the Charity Commission, as the case may be, of:

33.1.1 annual reports;

33.1.2 annual returns; and

33.1.3 annual statements of account.

33.2 Accounting records relating to the Charity shall be made available for inspection by any Director at any reasonable time during normal office hours and may be made available for inspection by Members who are not Directors if the Directors so decide.

33.3 The Directors shall supply a copy of the Charity's latest available statement of account to any Director or Member on request, and within two months of the request to any other person who makes a written request and pays the Charity's reasonable costs of complying with the request.

34 Audit

Auditors shall be appointed and their duties regulated as required in accordance with the Act and the Charities Act.

COMMUNICATION

35 Means of communication

35.1 Subject to the Articles, the Charity may deliver a notice or other document to a Member:

35.1.1 by delivering it by hand to an address as provided in accordance with paragraph 4 of schedule 5 to the Act;

35.1.2 by sending it by post or other delivery service in an envelope (with postage or delivery paid) to an address as provided in accordance with paragraph 4 of schedule 5 to the Act;

35.1.3 by fax to a fax number notified by the Member in writing;

35.1.4 in electronic form to an address notified by the Member in writing; or

35.1.5 by a website, the address of which shall be notified to the Member in writing.

- 35.2 This Article does not affect any provision in any relevant legislation or the Articles requiring notices or documents to be delivered in a particular way.
- 35.3 If a notice or document:
- 35.3.1 is delivered by hand, it is treated as being delivered at the time it is handed to or left for the Member.
 - 35.3.2 is sent by post or other delivery service in accordance with Article 35.1.2 above it is treated as being delivered:
 - 35.3.2.1 24 hours after it was posted, if first class post was used; or
 - 35.3.2.2 48 hours after it was posted or given to delivery agents, if first class post was not used;provided it can be proved that a notice or document was delivered by post or other delivery service by showing that the envelope containing the notice or document was:
 - 35.3.2.3 properly addressed; and
 - 35.3.2.4 put into the postal system or given to delivery agents with postage or delivery paid.
 - 35.3.3 is sent by fax, providing that the Charity can show that it was sent to the fax number provided by the Member, it is treated as being delivered at the time it was sent.
 - 35.3.4 is sent in electronic form, providing that the Charity can show that it was sent to the electronic address provided by the Member, it is treated as being delivered at the time it was sent.
 - 35.3.5 is sent by a website, it is treated as being delivered when the material was first made available on the website, or if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.

INDEMNITY

36 Indemnity

Subject to the provisions of the Act, but without prejudice to any indemnity to which the person concerned may otherwise be entitled, every Director or other officer of the Charity (other than any person (whether an officer or not) engaged by the Charity as auditor) shall be indemnified out of the assets of the Charity against any liability incurred by him for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity, provided that this Article shall be deemed not to provide for, or entitle any such person to, indemnification to the extent that it would cause this Article, or any element of it, to be treated as void under the Act.

RULES AND BYELAWS

37 Rules or byelaws

- 37.1 The Directors may from time to time make such rules or byelaws as they may deem necessary or convenient for the proper conduct and management of the Charity or for the purpose of prescribing classes and conditions of membership of either the Charity or any group established to support the Charity. In particular but without prejudice to the generality of the above, they may by such rules or byelaws regulate:
- 37.1.1 the rights and privileges of Members and the conditions of membership;
 - 37.1.2 the conduct of Members in relation to one another and to the Charity's employees and volunteers;
 - 37.1.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes; and
 - 37.1.4 the procedure at general meetings and meetings of the Directors and committees in so far as such procedure is not regulated by these Articles.
- 37.2 The Charity in general meeting shall have power by Special Resolution to alter or repeal the rules or byelaws and to make additions to them.
- 37.3 The Directors shall adopt such means as they deem sufficient to bring to the notice of Members of the Charity all such rules or byelaws which, so long as they shall be in force, shall be binding on all Members of the Charity provided nevertheless that no rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in the Articles.