

**THE COMPANIES ACT 2006  
SPECIAL RESOLUTION**

**CITY RETREAT LEICESTER 09349808**

**ADOPTION OF NEW MEMORANDUM AND ARTICLES OF ASSOCIATION**

At a general meeting of the members of the above-named company, duly convened and held at 70-74 Churchgate, Leicester on 15<sup>th</sup> November 2019

**The following Special Resolution was duly passed:**

That the existing memorandum and articles of association in their entirety be removed and substituted for the new articles of association attached to this resolution.

DATED: 15<sup>th</sup> November 2019

SIGNED:



Chairman

FRIDAY



A14 \*A8JQE1ZL\* 06/12/2019 #179  
COMPANIES HOUSE

**ARTICLES OF ASSOCIATION**

**OF**

**CITY RETREAT LEICESTER**

**70 Churchgate  
Leicester  
LE1 4AL**

**[www.cityretreat.org](http://www.cityretreat.org)**

**Company number: 09349808**

**THE COMPANIES ACT 2006**  
**Company Limited by Guarantee and not having a Share Capital**  
**ARTICLES OF ASSOCIATION**  
**OF**  
**CITY RETREAT LEICESTER**

**1. Name of Charity and Meaning of Words**

1.1 The name of the Charity is CITY RETREAT LEICESTER, called in this document "the Charity".

1.2 In these Articles the words in the first column of the table below will have the meanings shown opposite them in the second column, as long as this meaning is consistent with the subject or context:-

1.3	<b>Words</b>	<b>Meanings</b>
	Act	the Companies Acts 1985, 1989 and 2006 (to the extent in force) including any statutory modification or re-enactment thereof from time to time;
	Articles	these Articles of Association;
	Board	the Board of Trustees of the Charity, the members of which are the directors of the Charity and are charity trustees;
	Chair	the Chair of the Board of Trustees or any person discharging the functions of the Chair;
	Charities Act	the Charities Acts 1992, 1993 and 2006 (to the extent in force) including any statutory modification or re-enactment thereof from time to time;
	Charity	the company regulated by these Articles;
	Charity Commission	the Charity Commission of England and Wales;
	Clear Days	in relation to a period of notice, the period excluding the day on which notice is given or deemed to be given and the date of the event to which the notice relates;

Objects	the Objects of the Charity as defined in Article 3;
Office	the registered office of the Charity;
Regulations	any rules, standing orders or regulations made in accordance with these Articles;
Seal	the common seal of the Charity, if any;
Signed	shall include faxes of signatures and other forms of authentication that are permitted by law;
Taxable Trading	carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;
Trustees	the directors of the Charity;
United Kingdom	Great Britain and Northern Ireland; and
in Writing	written, printed or lithographed or partly one and partly another, and other ways of showing and reproducing words in a visible form including by e-mail, or fax (to the extent legally permissible).

1.4 Words in the singular form include the plural and vice versa.

1.5 The words "person" or "people" include corporations and unincorporated associations, and the words "he", "his" and "him" shall include the female equivalent.

1.6 Apart from the words defined above, any words or expression defined in the Act will have the same meanings in these Articles, provided they are consistent with the subject or context.

1.7 Headings are not part of the Articles.

## **2. Registered Office**

2.1 The registered office of the Charity will be in England and Wales.

## **3. Objects of the Charity**

3.1 The Charity has been set up for the following purposes:

3.1.1 The advancement and promotion of the Islamic faith in accordance with the doctrines of orthodox Sunni school of thought for the benefit of the public as the trustees from time to time think fit.

- 3.1.2 To promote for the benefit of the inhabitants of Leicester and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

#### **4. Powers of the Charity**

**4.1 The Charity has the following powers which may be used only to promote the Objects:-**

- 4.1.1 to buy, take on lease, share, hire or otherwise acquire property of any sort;
- 4.1.2 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity in exercise of this power but the Charity must comply as appropriate with Sections 36 and 37 of the Charities Act 1993;
- 4.1.3 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for the repayment of money borrowed, grant given or any other obligation but the Charity must comply as appropriate with Sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land;
- 4.1.4 to construct, alter, provide, manage, maintain, furnish and fit with all the necessary furniture and other equipment any buildings and any other premises or structures or land;
- 4.1.5 to employ and pay any employees, officers, servants and professional or other advisers;
- 4.1.6 subject to any restrictions in the Charities Act, to borrow money, invite and receive contributions or grants, enter into contracts, seek subscriptions or raise money in any way including carrying on trade but not by means of Taxable Trading;
- 4.1.7 to give or receive guarantees or indemnities;
- 4.1.8 to promote or undertake study or research and disseminate the results of such research;
- 4.1.9 to produce, print and publish anything in any media;
- 4.1.10 to provide or procure the provision of services, education, training, consultancy, advice, support, counselling, guidance, grants, scholarships, awards or materials in kind;
- 4.1.11 to promote and advertise the Charity's activities and to seek to influence public opinion and policy and regulation implemented or proposed to be implemented by government, local authorities or other public bodies by undertaking campaigning and, to the extent permitted by law, political activities;

- 4.1.12 to invest any money in any investments, securities or properties; and to accumulate and set aside funds for special purposes or as reserves; and to accumulate expendable endowment;
- 4.1.13 to undertake any charitable trust;
- 4.1.14 to make provision for the payment of pensions and other benefits to or on behalf of employees and their dependants;
- 4.1.15 to establish, promote and otherwise assist any limited company or companies or other bodies for the purpose of acquiring any property or of furthering in any way the Objects or to undertake trading and to establish the same either as wholly owned subsidiaries of the Charity or jointly with other persons, companies, government departments or local authorities and to finance such limited company or companies or other body by way of loan or share subscription or other means;
- 4.1.16 to transfer or dispose of, with or without valuable consideration, any part of the property or funds of the Charity not required for the purpose of the Charity in furtherance of the Charity's Objects;
- 4.1.17 to establish, support, federate with or join or amalgamate with any companies, institutions, trusts, societies or associations;
- 4.1.18 to transfer to or to purchase or otherwise acquire from any charities, institutions, societies or associations any property, assets or liabilities, and to perform any of their engagements;
- 4.1.19 to open and operate bank accounts and other banking facilities;
- 4.1.20 to accept any property upon or on any special trusts, or for any institutions or purposes either specified or to be specified by some person other than the Trustees;
- 4.1.21 to co-operate and enter into any arrangements with any governments, authorities or any person, company or association;
- 4.1.22 to insure any risks arising from the Charity's activities;
- 4.1.23
  - (a) To purchase indemnity insurance out of the funds of the Charity to indemnify any of the Trustees against any personal liability in respect of:
    - (i) any breach of trust or breach of duty committed by them in their capacity as charity trustees or trustees for the Charity;
    - (ii) any negligence, default, breach of duty or breach of trust committed by them in their capacity as directors or officers of the Charity or of any body corporate carrying on any activities on behalf of the Charity; and
    - (iii) any liability to make contributions to the assets of the Charity in accordance with section 214 of the Insolvency Act 1986.

- (b) Subject to clause 4.1.23(d) below, any insurance in the case of 4.1.23(a)(i) or 4.1.23(a)(ii) must be so framed as to exclude the provision of an indemnity for a person in respect of:
  - (i) any liability incurred by a Trustee to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
  - (ii) any liability incurred by a Trustee in defending any criminal proceedings in which he is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct, by him; and
  - (iii) any liability incurred by a Trustee to the Charity that arises out of any conduct which he knew (or must reasonably be assumed to have known) was not in the interests of the Charity or in the case of which he did not care whether it was in the best interests of the Charity or not.
- (c) Subject to clause 4.1.23(d) below any insurance in the case of 4.1.23(a)(iii) shall not extend to any liability to make such a contribution where the basis of the Trustee'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; and
- (d) To purchase out of the funds of the Charity any additional indemnity insurance cover for the benefit of the Trustees that is permitted by law from time to time.

4.1.24 to delegate upon such terms and at such reasonable remuneration as the Charity may think fit to professional investment managers ("the Managers") the exercise of all or any of its powers of investment (an "investment" is an asset which is capable of producing income and may also increase in capital value);

Provided always that:-

- (a) the Managers are properly authorised to carry on investment business;
- (b) the delegated powers shall be exercisable only within clear policy guidelines drawn up by the Charity;
- (c) the Managers are under a duty to report promptly to the Charity any exercise of the delegated powers and in particular to report every transaction carried out by the Managers and report regularly on the performance of investments managed by them for the Charity;
- (d) the Charity is entitled at any time to review, alter or terminate the delegation or the terms thereof; and

- (e) the Charity reviews the arrangements for delegation at intervals but so that any failure by the Charity to undertake such reviews shall not invalidate the delegation;

4.1.25 to arrange for investments or other property of the Charity to be held in the name of a nominee company (being a corporate body registered or having an established place of business in England and Wales) acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required; and

4.1.26 to do anything else within the law which helps promote the Objects.

## **5. Use of income and property**

5.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part of it shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to members of the Charity or Trustees, and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity provided that nothing herein shall prevent any payment in good faith by the Charity as permitted below under 'Allowed Payments'.

## **6. Allowed Payments**

6.1 The Charity may pay:-

6.1.1 reasonable and proper remuneration to any member, officer, employee or consultant of the Charity not being a Trustee for any services rendered to the Charity;

6.1.2 reasonable and proper remuneration of a Trustee for services actually rendered to the Charity or a subsidiary of the Charity (save for services rendered in his capacity as a Trustee), PROVIDED THAT:-

- (a) the number of Trustees so remunerated in any accounting period shall not exceed a minority of the Board of Trustees;
- (b) no resolution to approve such remuneration to a Trustee shall be effective unless it is passed at a meeting of the Board of Trustees;
- (c) such Trustee shall not vote on any resolutions relating to his engagement by the Charity or a subsidiary (as defined in the Act) of the Charity; and
- (d) the remuneration or maximum remuneration payable to the Trustee shall be set out either in the resolution approving such remuneration or in a written agreement between the Trustee and the Charity;

For the purposes of these clauses 6.1.1 and 6.1.2 "services" includes goods that are supplied in connection with the provision of services.

6.1.3 reasonable interest on the money lent by any Trustee;

6.1.4 reasonable out-of-pocket expenses to any Trustee;



- 6.1.5 reasonable and proper payment to a company of which a member of the Charity or a Trustee holds not more than a hundredth of the capital;
- 6.1.6 reasonable and proper rent of premises demised or let by any Trustee;
- 6.1.7 to the extent permitted by law, reasonable and proper premiums in respect of any Trustee indemnity insurance policy taken out pursuant to 4.1.23 above; and
- 6.1.8 any payment to a Trustee under the indemnity provisions in the Articles of Association.

**PROVIDED THAT** no Trustee shall vote on or be present during the discussion of or voting on any decision to borrow money from or pay rent or give a benefit to that Trustee other than the approval of any permitted indemnity insurance or the payment of an indemnity where such payment is to be made to a majority of the Trustees.

For the purposes of this Article 6 Trustee shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his partner.

A payment to a Trustee includes the payment to or the engagement of or remuneration of any firm or company in which the Trustee is: (i) a partner; (ii) an employee; (iii) a consultant; (iv) a director; or (v) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Trustee holds less than 1 per cent. of the issued capital.

## **7. Alterations to these Articles**

- 7.1 No alterations to these Articles may be made which would cause the Charity to cease to be a charity in law. Other alterations to these Articles may only be made by a special resolution at a general meeting or by a written special resolution. A special resolution will be validly passed at a general meeting if the Charity gives the members at least 14 Clear Days' notice of the intention to pass a special resolution at the meeting and at least 75 per cent. of those voting at the meeting vote in favour of the resolution. Such a special resolution may be passed on shorter notice if 90 per cent. of the total number of members having the right to vote agree to such short notice.

### **7.2 Alterations may only be made to:**

- 7.2.1 the Objects; or
- 7.2.2 to any clause in these Articles which directs the application of property on dissolution; or
- 7.2.3 to any clause in these Articles which gives Trustees any benefit,

with the Charity Commission's prior written consent where this is required by law.

- 7.3 The Charity shall inform the Charity Commission and Companies House of any alterations to the Articles and all future copies of the Articles issued must contain the alterations.

7.4 Alterations may also require the consent of other bodies.

## **8. Limited Liability**

8.1 The liability of the members is limited.

## **9. Guarantee by Members of the Charity**

9.1 Each member of the Charity undertakes that, if the Charity is wound up while he is a member, or within one year after he ceases to be a member, he will contribute a sum not exceeding £1 to the assets of the Charity for:-

9.1.1 payment of the debts and liabilities of the Charity contracted before he ceases to be a member;

9.1.2 payment of the costs, charges and expenses of winding up; and

9.1.3 adjustment of the rights of the contributories among themselves.

## **10. Indemnity of Trustees**

10.1 To the extent permitted by law from time to time, but without prejudice to any indemnity to which a Trustee or other officer may otherwise be entitled the Charity shall indemnify every Trustee or other officer out of the assets of the Charity against all costs and liabilities incurred by him which relate to anything done or omitted or alleged to have been done or omitted by him as a Trustee or other officer save that no Trustee may be entitled to be indemnified:

10.1.1 for any liability incurred by him to the Charity or any associated company of the Charity (as defined by the Act for these purposes);

10.1.2 for any fine imposed in criminal proceedings;

10.1.3 for any sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature howsoever arising;

10.1.4 for any liability which he has incurred in defending any criminal proceedings in which he is convicted, and such conviction has become final;

10.1.5 for any liability which he has incurred in defending any civil proceedings brought by the Charity or an associated company in which a final judgment has been given against him; and

10.1.6 for any liability which he has incurred in connection with any application under the Act in which the court refuses to grant him relief and such refusal has become final.

10.2 To the extent permitted by law from time to time, the Charity may provide funds to every Trustee or other officer to meet expenditure incurred or to be incurred by him in any proceedings (whether civil or criminal) brought by any party which relate to anything done or omitted or alleged to have been done or omitted by him as a Trustee or officer, provided that he will be obliged to repay such amounts no later than:

- 10.2.1 if he is convicted in proceedings, the date when the conviction becomes final; or
- 10.2.2 if judgment is given against him in proceedings, the date when the judgment becomes final; or
- 10.2.3 if the court refuses to grant him relief on any application under the Act, the date when refusal becomes final.

## **11. Conflicts of Interest**

- 11.1 To the extent required by law every Trustee shall fully disclose to the Board the *circumstances giving rise to any conflict or potential conflict including any direct or indirect interest in a proposed or existing transaction.*
- 11.2 Where the duty of a Trustee to avoid a situation in which he has or can have a direct or indirect interest or duty that conflicts or possibly may conflict with the interests of the Charity including a wish or duty to exploit any property, information or opportunity (as specified by section 175(1) of the Companies Act 2006) would otherwise be infringed in relation to a particular situation, transaction or arrangement, the duty is not infringed if the procedure set out below is followed:
  - 11.2.1 the matter in relation to which that duty exists has been proposed to the Trustees at a meeting of the Trustees and has been authorised by them; and
  - 11.2.2 any requirement as to the quorum of such meeting is met without counting the Trustee in question, or any other interested Trustee, subject to Articles 11.3 and 11.4; and
  - 11.2.3 the matter was agreed to without any such Trustee voting, or would have been agreed to if the vote of any such Trustee had not been counted, subject to Articles 11.3 and 11.4.
- 11.3 In such a conflict of interest situation (including any authorisation of non-disclosure of information), where there are insufficient unconflicted Trustees present at the meeting to constitute a quorum, the unconflicted Trustees present shall be deemed to constitute a quorum for the purposes of authorising the conflict under Article 11.2 and the manner of dealing with the conflict, provided that:
  - 11.3.1 they may only give such authorisation where they are satisfied that the conflicted Trustee or Trustees will not receive any direct or indirect benefit other than one permitted by these Articles; and
  - 11.3.2 the total number of Trustees at the meeting (whether conflicted or unconflicted) is equal to or higher than the quorum of the Board.
- 11.4 In the event that all of the Trustees present at the Board meeting are conflicted in respect of a particular conflict of interest situation, the conflicted Trustees present at a meeting may authorise the conflict and the manner of dealing with the conflict and shall constitute a quorum for the purposes of such authorisation, provided that they satisfy the requirements set out in Article 11.3.1 and 11.3.2 above.

- 11.5 The duty to deal with conflicts referred to in Article 11.2 applies in the case of the exploitation of property, information or opportunity even if the Charity is not taking, or could not take, advantage of the opportunity.
- 11.6 The Trustees shall observe the other duties and rules in the Act, and such other rules as the Board adopts, as to the management of conflicts of duty or interest.
- 11.7 The Board may by resolution passed in the manner set out in this Article, authorise a Trustee not to disclose to the Board confidential information relating to a conflict of interest provided that it may not authorise the withholding of information relating to a direct or indirect personal benefit for the Trustee.
- 11.8 Nothing contained in this Article shall authorise a Trustee to receive any benefit not permitted elsewhere in these Articles.
- 12. Rights of Inspection**
- 12.1 A copy of the Articles and any Regulations must be available for inspection by the members of the Charity at the Office or at a single alternative inspection location if applicable. Any member who requests a copy of the Articles of Association must be sent a copy.
- 13. Register of Members**
- 13.1 The Charity must keep at the Office a register of members showing their name, postal address and dates of becoming a member and ceasing to be a member.
- 13.2 Subject to any restrictions permitted by the Act, the register is available for inspection by the members of the Charity without charge and any other person on payment of a fee prescribed by the Charity, subject to any maximum fee imposed by law. Subject to the Act, where a person seeks to inspect the register, the Charity must within five working days either comply with the request or apply to the Court for permission not to comply with the request.
- 14. Associate Members**
- 14.1 The Board may establish classes of associate membership with such description and with such rights and obligations (including without limitation the obligation to pay a subscription) as the Board thinks fit, and may admit and remove such associate members in accordance with Regulations made by the Board, provided that an associate member shall not be a member of the Charity for the purposes of the Articles or the Act.
- 15. Membership**
- 15.1 All Trustees shall automatically become members of the Charity and their names shall be entered into the Charity's register of members.
- 15.2 Membership shall not be open to any person other than as set out in this Article.
- 16. No transfer of Membership**
- 16.1 None of the rights of any member of the Charity may be transferred or transmitted to any other person.

**17. Ending of Membership**

- 17.1 A member stops being a member of the Charity if that member ceases to be a Trustee.

**18. Annual General Meetings**

- 18.1 The Charity need not hold an annual general meeting in addition to any other general meeting in any calendar year.

**19. Calling of General Meetings**

- 19.1 The Board may call a general meeting whenever they wish.
- 19.2 A general meeting must be called by giving at least 14 Clear Days' notice in Writing and in accordance with the Act (for the purposes of this Article "in Writing" includes notice given by website in accordance with Article 47.4). A meeting may be held on shorter notice if it is agreed by not less than 90 per cent. of the members entitled to attend and vote at it.
- 19.3 The notice must include a statement informing the members of their right to appoint a proxy to exercise their rights to attend, speak and vote at the meeting.
- 19.4 Where the Charity's auditors are deemed reappointed in accordance with the Act, the Trustees shall fix the auditors' remuneration.
- 19.5 The quorum for general meetings is one third of the membership subject to a minimum of four.
- 19.6 Every member has one vote at general meetings. In the case of equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall be entitled to a second or casting vote in addition to any other vote he may have.

**20. Written Agreement to Resolution**

- 20.1 Except in the case of a resolution to remove a Trustee or the auditors before the expiry of their term, members may pass a valid resolution without a meeting being held. But for the resolution to be valid:
- 20.1.1 it must be in Writing;
- 20.1.2 in the case of a special resolution it must be stated on the resolution that it is a special resolution, and it must be Signed by at least 75 per cent. of all those members entitled to receive notice of and to attend general meetings;
- 20.1.3 in the case of an ordinary resolution it must be Signed by a majority of all those members entitled to receive notice of and to attend general meetings;
- 20.1.4 it may consist of two or more documents in identical form Signed by members; and
- 20.1.5 the passing of the resolution must comply with any other requirements of the law from time to time.

20.2 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

20.3 A written resolution passed in accordance with this Article 20 has effect as if passed by the Charity in general meeting.

## **21. Management by the Board**

21.1 The business of the Charity is managed by the Board. They may pay all the expenses of promoting the Charity. They may use all powers of the Charity which *are not, by the Act or by these Articles, required to be used by a general meeting of the Charity.*

## **22. Payment of reasonable expenses to Trustees**

22.1 The Trustees may be paid reasonable out-of-pocket expenses that they have properly incurred in connection with the business of the Charity but shall not be paid any other remuneration except as permitted by law or by these Articles.

## **23. The Keeping of Minutes**

23.1 The Board must have minutes:-

23.1.1 of all appointments of officers by the Board;

23.1.2 of the names of the Trustees present at each of its meetings and of any committee of the Board; and

23.1.3 of all resolutions and proceedings at all meetings of:

(a) The members;

(b) The Board; and

(c) Committees of the Board.

## **24. The Make-up of the Board**

24.1 The Board consists of not fewer than four persons appointed by the Board.

24.2 No person under the age of 18 may be appointed as a Trustee.

## **25. Retirement of members of the Board**

25.1 The first Board Meeting of each calendar year shall be known as the Retirement Board Meeting. At the third Retirement Board Meeting after his last appointment a Trustee shall retire. He shall be eligible for re-appointment provided that no Trustee may continue to serve after nine years in office without a period of at least a year out of office, unless on the recommendation of 75% of the Board the Trustee is appointed for one further consecutive term of a length to be determined by the Board.

For the purposes of this Article a "year" shall mean a complete period of service between two Retirement Board Meetings.

**26. Change in composition of the Board**

- 26.1 The make-up and number of the Board may be varied by amendment to these Articles but at no time may the number of the Board be reduced to below three.

**27. Notification of change of Trustees to the Registrar of Companies**

- 27.1 All appointments, retirements or removals of Trustees and the Company Secretary (if appointed) must be notified to the Registrar of Companies.

**28. Ending of Board Membership**

- 28.1 A Trustee ceases to hold office if he:-

28.1.1 becomes bankrupt or makes any arrangement or composition with his creditors generally; or

28.1.2 becomes barred from membership of the Board because of any order made under the Act, the Company Directors Disqualification Act 1986 (or any regulations made under it) or the Charities Act 1993; or

28.1.3 is considered by the Board to have become incapable whether mentally or physically of managing his own affairs and a majority of the other Trustees resolve that he must cease to hold office; or

28.1.4 resigns the office by notice in writing to the Charity but only if at least four Trustees will remain in office when the resignation takes effect; or

28.1.5 is absent from three consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign; or

28.1.6 breaches his duties under the Act and in particular the duties for the proper management of conflicts of interest and the Board resolves to remove him by a resolution by 75 per cent. of the other Trustees present and voting at a meeting and that prior to such a meeting the Trustee in question has been given written notice of the intention to propose such a resolution at the meeting; or

28.1.7 is removed from office under Article 29; or

28.1.8 is removed from office by a resolution of at least 75 per cent. of the other Trustees present and voting at a Board meeting at which at least half of the serving Trustees are present provided that prior to such a meeting the Trustee in question has been given written notice of the intention to propose such a resolution at the meeting.

**29. Removal of a Trustee by a General Meeting**

- 29.1 5% of the members may require the Board to call a general meeting by following the procedure set out in the Act. They may propose a resolution to remove a Trustee before the end of his period of office at that meeting, in accordance with the procedure set out in the Act.

**30. Meetings of the Board**

- 30.1 The Board may meet, adjourn and run its meetings as it wishes, subject to the rest of these Articles.
- 30.2 Questions arising at any meeting must be decided by a majority of votes. Every Trustee has one vote including the Chair. If the votes are equal, the Chair has a second or casting vote.
- 30.3 Any two Trustees may, and the Chair shall on the request of two Trustees, convene a meeting of the Board.
- 30.4 Notice of a Board Meeting need not be given to any Trustee who is out of the United Kingdom.
- 30.5 Meetings may be held in person, by telephone, or by suitable electronic means agreed by the Board in which all participants may communicate with all other participants.
- 31. Officers of the Board**
- 31.1 The Board may elect or remove the Chair or any other officers that it wishes. Officers shall be appointed from among the Trustees.
- 32. Quorum for the Board**
- 32.1 The quorum necessary for business to be done at a Board meeting is a one third of the Trustees subject to a minimum of four. A Trustee shall not be counted in the quorum at a meeting in relation to a resolution on which he is not entitled to vote. This is subject to Article 10.1.
- 33. Board's Right to Act Despite Vacancies on the Board**
- 33.1 The Board may act despite any vacancy on the Board, but if the number of Trustees falls below the minimum number, it may act only to appoint further Trustees.
- 34. A Resolution may be Approved by Signature Without a Meeting**
- 34.1 A resolution in Writing Signed by all of the Trustees or any committee is as valid as if it had been passed at a properly held meeting of the Board or committee. The resolution may consist of several documents in the same form Signed by one or more members of the Board or committee.
- 35. Validity of Acts Done at Meetings**
- 35.1 If it is discovered that there was some defect in the procedure at a meeting or the appointment of a Trustee or that he was disqualified, anything done before the discovery is as valid as if there were no defect or disqualification.
- 36. Delegation by the Board**
- 36.1 The Board may delegate the administration of any of its powers to committees of Trustees and any such committee must conform to any rules that the Board imposes on it.
- 36.2 The Board may co-opt any person or people who are not Trustees to serve on the committee, but any such committee must have at least two Trustees on it at all times.



- 36.3 All acts and proceedings of the committee must be reported to the Board as soon as possible.

**37. Chair of Committees**

- 37.1 A committee may elect a chair of its meetings if the Board does not nominate one.
- 37.2 If at any meeting the committee's chair is not present within 10 minutes after the appointed starting time, the committee members present may choose one of their number to be chair of the meeting.

**38. Meetings of Committees**

- 38.1 A committee may meet and adjourn whenever it chooses.
- 38.2 Questions at the meeting must be decided by a majority of votes of the committee members present. In the case of an equality of votes, the chairman of the committee meeting shall have a casting vote.
- 38.3 A committee must take minutes of meetings.
- 38.4 If it is discovered that there was some defect in the procedure at a meeting of a committee, or in the appointment of a committee member, anything done before such discovery at any meeting of the committee is as valid as if there were no defect.

**39. Appointment and Removal of the Company Secretary**

- 39.1 The Board may but, subject to the Act, need not appoint a Company Secretary and may decide his period of office, pay and any conditions of service, and may remove him from office.

**40. Honorary Officer**

- 40.1 The Board may appoint or remove any person for such terms as they think fit as the President Vice President or Patron of the Charity. Such posts are honorary only and carry no vote or other rights.

**41. Actions of Trustees and Company Secretary**

- 41.1 The Act says that some actions must or may be taken both by a Trustee and by the Company Secretary. If one person is both a Trustee and Company Secretary, that one person may not act in the capacity of both Trustee and Company Secretary for any business that requires the action of both a Trustee and the Company Secretary.

**42. Proper Accounts must be Kept**

- 42.1 Accounts shall be prepared in accordance with the Act and the Charities Act.

**43. Books must be Kept at the Office**

- 43.1 The accounts must be kept at the Office or at other places decided by the Board. The accounts must always be open to inspection by Trustees.

**44. Inspection of Books**

- 44.1 The Trustees must decide whether, how far, when, where and under what rules the accounts may be inspected by members who are not Trustees. A member who is not a Trustee may only inspect the accounts or a document of the Charity if the right is given by law or authorised by the Trustees or a general meeting.

#### **45. Accounts and Returns**

- 45.1 The Board must, for each financial year, send a copy of its annual accounts and reports (or summary financial statements where appropriate) to every person who is entitled to receive notice of general meetings.
- 45.2 Copies need not be sent to a person for whom the Charity does not have a current address (as defined in Companies Act 2006).
- 45.3 The deadline for sending out the accounts and reports (or summary financial statements) is as follows:
- 45.3.1 the deadline for filing the Charity's accounts and reports (or summary financial statements) with Companies House, as prescribed by the Companies Act 2006; or
  - 45.3.2 if earlier, the date on which the Charity actually files the accounts and reports (or summary financial statements) with Companies House.
- 45.4 To the extent required by law, the Board must file the accounts and reports (or summary financial statements) with Companies House within any deadlines specified by law.
- 45.5 The Board must file with the Charity Commission the accounts and reports (or summary financial statements) and all annual returns and other documents that are required to be filed, within any deadlines specified by the Charity Commission.

#### **46. Appointment of Reporting Accountants or Auditors**

- 46.1 The Charity must appoint properly qualified reporting accountants or properly qualified auditors if the level of the Charity's income or assets from time to time makes this a legal requirement.

#### **47. Service of Notices**

- 47.1 The Charity may give notices, accounts or other documents to any member either:
- 47.1.1 personally; or
  - 47.1.2 by delivering them or sending them by ordinary post to the member's registered address; or
  - 47.1.3 if the member has provided the Charity with a fax number, by sending them by fax to that member. This is subject to the member having consented to receipt of the notice, documents or accounts in this way, where this is a legal requirement; or
  - 47.1.4 if the member has provided the Charity with an e-mail address, by sending them by e-mail to that address. This is subject to the member having

consented to receipt of the notice, documents or accounts in this way, where this is a legal requirement; or

47.1.5 in accordance with the provisions for communication by website set out below.

If the member lacks a registered postal address within the United Kingdom, the notice, accounts or documents may be sent to any postal address within the United Kingdom which he has given the Charity for that purpose or in accordance with Article 47.1.1, 47.1.3, 47.1.4 or 47.1.5 above.

If a notice, accounts or other documents are sent by post, they will be treated as having been served by properly addressing, pre-paying and posting a sealed envelope containing them. If sent by fax or email they will be treated as properly sent if the Charity receives no indication that they have not been received.

47.2 If sent by post in accordance with this Article, the notice, accounts or other documents will be treated as having been received 48 hours after the envelope containing them was posted if posted by first class post and 72 hours after posting if posted by second class post. If sent by fax or email, the notice, accounts or other documents will be treated as having been received 24 hours after having been properly sent.

47.3 The Charity may assume that any fax number or e-mail address given to it by a member remains valid unless the member informs the Charity that it is not.

47.4 Where a member has informed the Charity in Writing of his consent, or has given deemed consent in accordance with the Act, to receive notices, accounts or other documents from the Charity by means of a website, such information will be validly given if the Charity sends that member a notification informing him that the documents forming part of the notice, the accounts or other documents, may be viewed on a specified website. The notification must provide the website address, and the place on the website where the information may be accessed and an explanation of how it may be accessed. If the information relates to a general meeting the notification must state that it concerns a notice of a general meeting and give the place, date and time of the meeting. The notice must be available on the website throughout the notice period until the end of the meeting in question.

#### **48. Accidental Omission of Notice**

48.1 Sometimes a person entitled to receive a notice of a meeting does not receive it because of accidental omission or some other similar reason. This does not invalidate the proceedings of that meeting.

#### **49. Who is Entitled to Notice of General Meetings**

49.1 Notice of every general meeting must be given to:-

49.1.1 every member;

49.1.2 the reporting accountants or auditor of the Charity;

49.1.3 all Trustees;

49.1.4 any President or other Honorary position.

49.2 No one else is entitled to receive notice of general meetings.

**50. Regulations**

50.1 The Board may make such regulations, by-laws or standing orders as it sees fit. These must not be inconsistent with the Articles or such that they would otherwise need to be made by a special resolution. No regulation may be made which invalidates any prior act of the Board which would otherwise have been valid.

**51. Winding-up of the Charity**

51.1 If upon the winding-up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Charity, and which prohibit the distribution of its or their income and property to an extent at least as great as is imposed by the Charity under or by virtue of Article 6 hereof, such institution or institutions to be determined by the members of the Charity at or before the time of dissolution, and in so far as effect cannot be given to such provision, then to some other charitable object.