



25/05/2018 #162 COMPANIES HOUSE

# THE COMPANIES ACTS 1985, 1989 AND 2006

#### A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### **ARTICLES OF ASSOCIATION OF**

# THE PENICUIK & DISTRICT YOUNG MEN'S CHRISTIAN ASSOCIATION AND YOUNG WOMEN'S CHRISTIAN ASSOCIATION

#### INTERPRETATION

# 1 In these regulations —

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force and any provisions of the Companies Act 2006 for the time being in force;

"the articles" means the articles of the Association;

"clear days" in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect:

"communication" means the same as in the Electronic Communications Act 2000;

"electronic communication" means the same as in the Electronic Communications Act 2000;

"executed" includes any mode of execution;

"office" means the registered office of the Association;

"the seal" means the common seal of the Association;

"secretary" means the secretary of the Association or any other person appointed to perform the duties of the secretary of the Association, including a joint, assistant or deputy secretary;

"the United Kingdom" means Great Britain and Northern Ireland.

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

#### **MEMBERS**

The subscribers to the memorandum of association of the Association and such other persons as are admitted to membership in accordance with the articles shall be members of the Association.

No person shall be admitted a member of the Association unless s/he is approved by the directors.

- 3 Every person who wishes to become a member of the Association shall deliver to the Association an application for membership in such form as the directors require executed by him.
- 4 Every person whose application to become a member of the Association is successful shall be required to pay a subscription fee at the level determined from time to time by the directors.
- 5 There are two categories of members:
- 5.1 Affirmed Members; and
- 5.2 Ordinary Members

together the "members".

6 A member who makes the following affirmation shall be known an "Affirmed Member":-

"I accept as a member of the Association the Christian basis of the Association and I am willing to do all I can to further the aims and purposes of the Association and of the Scottish National Council of YMCAs and YWCA Scotland (together hereinafter referred to as the "National Bodies")".

All other members shall be known as Ordinary Members.

- A member may at any time withdraw from the Association by giving at least seven clear days' notice to the Association. Membership shall not be transferable and shall cease on death.
- A person admitted to membership shall automatically cease to be a member if s/he becomes an employee of the Association.
- 9 The directors shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before any decision is made.

## **GENERAL MEETINGS**

- The directors may call general meetings and, on the requisition of members pursuant to the provisions of the Act, 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 of the Association may call a general meeting.
- The directors shall call an annual general meeting each September or as soon as practicable thereafter. At each annual general meeting, the directors will update the members and user groups and clients of the Association on the running of the Association,

# **NOTICE OF GENERAL MEETINGS**

General meetings shall be called by at least twenty one clear days' notice but 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 being a majority together holding not less than ninety per cent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted.

The notice shall be given to all the members and to the directors and auditors.

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

#### **PROCEEDINGS AT GENERAL MEETINGS**

- No business shall be transacted at any meeting unless a quorum is present. Save in the case of the Association having a single member only, one fifth of all the Affirmed Members 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 corporation, shall be a quorum. No business shall be transacted at a meeting except business which was notified in the notice sent to the members.
- If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine.
- The chairperson, if any, of the board of directors or in his/her absence some other director nominated by the directors shall preside as chairperson of the meeting, but if neither the chairperson nor such other director (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairperson and, if there is only one director present and willing to act, s/he shall be chairperson.
- 17 If no director is willing to act as chairperson, or if no director is present within fifteen minutes after the time appointed for holding the meeting, the Affirmed Members present and entitled to vote shall choose one of their number to be chairperson.
- The chairperson may, with the consent of a 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 an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

- A resolution put to the vote of a 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. Subject to the provisions of the Act, a poll may be demanded
  - (a) by the chairperson; or
  - (b) by at least two Affirmed Members having the right to vote at the meeting; or
  - (c) by a Affirmed Member or Affirmed Members representing not less than one-tenth of the total voting rights of all the Affirmed Members;

and a demand by a person as proxy for an Affirmed Member shall be the same as a demand by the Affirmed Member.

- 20 Unless a poll is duly demanded a declaration by the chairperson that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 21 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairperson and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- A poll shall be taken as the chairperson directs and s/he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- A poll demanded on the election of a chairperson or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairperson directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

# **VOTES OF MEMBERS**

On a show of hands every Affirmed Member whose subscriptions have been paid to date and who is over 16 years of age present in person or by proxy shall have one vote. On a poll every

Affirmed Member present in person or by proxy shall have one vote. All Ordinary Members shall have the right to attend and speak but not vote at general meetings.

- An Affirmed Member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his/her receiver, curator bonis or other person authorised in that behalf appointed by that court, and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the directors of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as is specified in accordance with the articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.
- 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 chairperson whose decision shall be final and conclusive.
- The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) —

	4
	I/We,, ofbeing an Affirmed Member/Affirmed Members of the above-named Association, hereby appointof, or failing him, of
	Signed on20
29	Where it is desired to afford Affirmed Members an opportunity of instructing the proxy how s/he shall act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the directors may approve) —
	« · · · · · · · · · · · · · · · · · · ·
	I/We,of

the general meeting of the Association, to be held on ......20...., and at any adjournment thereof.

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

Resolution No. 1 \*for \*against

Resolution No. 2 \*for \*against.

\*Strike out whichever is not desired.

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

Signed this ...... day of ......20....".

- The appointment of a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the directors may
  - (a) 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 Association in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
    - (aa) in the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications —
      - (ii) in the notice convening the meeting, or
      - (iii) in any instrument of proxy sent out by the Association in relation to the meeting, or
      - (iv) in any invitation contained in an electronic communication to appoint a proxy issued by the Association in relation to the meeting,

be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

(b) 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 the time appointed for the taking of the poll; or - (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairperson or to the secretary or to any director;

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

In this regulation and the next, "address", in relation to electronic communications, includes any number or address used for the purposes of such communications.

A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Association at the office or at such other place at which the instrument of proxy was duly deposited or, where the appointment of the proxy was contained in an electronic communication, at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

#### NUMBER OF DIRECTORS

32 Unless otherwise determined by ordinary resolution, the number of directors shall not be more than 8 and not less than 4 and shall, so far as possible comprise of an equal number of men and women. For the avoidance of doubt, it shall not be an absolute requirement for there to be an equal number of men and women serving as directors.

# **POWERS OF DIRECTORS**

- Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Association shall be managed by the directors who may exercise all the powers of the Association. No alteration of the memorandum or articles and no such direction shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this regulation shall not be limited by any special power given to the directors by the articles and a meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.
- 34 The directors may, by power of attorney or otherwise, appoint any person to be the agent of the Association for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of his/her powers.

## **DELEGATION OF DIRECTORS' POWERS**

The directors may delegate any of their powers to any committee consisting of one or more directors. They may also delegate to any chairperson or any director holding any other executive

office such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the directors may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the articles regulating the proceedings of directors so far as they are capable of applying.

#### **APPOINTMENT AND RETIREMENT OF DIRECTORS**

- No person shall be appointed or reappointed a director at any general meeting unless s/he is an Affirmed Member and
  - (a) s/he is recommended by the directors; or
  - (b) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Association of the intention to propose that person for appointment or reappointment stating the particulars which would, if s/he were so appointed or reappointed, be required to be included in the Association's register of directors together with notice executed by that person of his/her willingness to be appointed or reappointed.
- Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of any person who is recommended by the directors for appointment or reappointment as a director at the meeting or in respect of whom notice has been duly given to the Association of the intention to propose him at the meeting for appointment or reappointment as a director. The notice shall give the particulars of that person which would, if s/he were so appointed or reappointed, be required to be included in the Association's register of directors.
- 38 The Association may by ordinary resolution appoint a person who is willing to act to be a director either to fill a vacancy or as an additional director and may also determine the rotation in which any additional directors are to retire.
- 39 The directors may appoint a person who is willing to act to be a director, either to fill a vacancy or as an additional director, provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the articles as the maximum number of directors.
- At each annual general meeting of the company, one third of the directors (to the nearest round number) shall retire from office. The directors to retire shall be those who have been longest in office since they were last appointed or re-appointed; the question of who is to retire as between directors appointed or re-appointed on the same date shall be determined by the directors.
- The Association may at any annual general meeting by ordinary resolution re-appoint any director who retires from office at the meeting under article 40 (providing s/he is willing to act); if any such

director is not re-appointed, s/he shall retain office until the meeting appoints someone in his/her place or, if it does not do so, until the end of the meeting.

### **DISQUALIFICATION AND REMOVAL OF DIRECTORS**

- 42 The office of a director shall be vacated if
  - (a) s/he ceases to be a director by virtue of any provision of the Act or s/he becomes prohibited by law from being a director; or
  - (b) s/he becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or
  - (c) There is no clause (c). Previous Clause (c) regarding Directors removal on mental health grounds has been retracted.
  - (d) s/he resigns his/her office by notice to the Association; or
  - (e) s/he shall for more than six consecutive months have been absent without permission of the directors from meetings of directors held during that period and the directors resolve that his/her office be vacated; or
  - (f) s/he ceases to be an Affirmed Member of the Association.

#### **REMUNERATION OF DIRECTORS**

Provided that it would not give rise to a conflict of interest, less than half the total of the directors may receive reasonable fees or remuneration or be appointed to paid employment with the Association, the amount of any payment to be set out in a written agreement and to be shown in the annual accounts.

## **DIRECTORS' EXPENSES**

The directors may be paid all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings or separate meetings of the holders of debentures of the Association or otherwise in connection with the discharge of their duties.

# **DIRECTORS' INTERESTS**

- Subject to the provisions of the Act, and provided that s/he has disclosed to the directors the nature and extent of any material interest of his/hers, a director notwithstanding his/her office—
  - (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Association or in which the Association is otherwise interested;

- (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Association or in which the Association is otherwise interested; and
- (c) shall not, by reason of his/her office, be accountable to the Association for any benefit which s/he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

## 46 For the purposes of article 45 —

- (a) a general notice given to the directors that a director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the director has an interest in any such transaction of the nature and extent so specified; and
- (b) an interest of which a director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his/hers.
- Only Affirmed Members may stand for election to the Scottish National Council of YMCAS or YWCA Scotland or policy making conferences.

## **PROCEEDINGS OF DIRECTORS**

- Subject to the provisions of the articles, the directors may regulate their proceedings as they think fit. A director may, and the secretary at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairperson shall have a second or casting vote..
- 49 Representatives, approved by the directors, from Midlothian Council, the Scottish National Council of YMCAs, YWCA Scotland and such other organisations as may be approved by the directors from time to time, may attend and speak at meetings of the directors.
- The quorum for the transaction of the business of the directors may be fixed by the directors and unless so fixed at any other number shall be three. .
- The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- The directors may appoint one of their number to be the chairperson of the board of directors and may at any time remove him from that office. Unless s/he is unwilling to do so, the director so

appointed shall preside at every meeting of directors at which s/he is present. But if there is no director holding that office, or if the director holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairperson of the meeting.

- The directors may appoint and remove up to two of their number to be vice chairpersons of the board of directors and to appoint and remove one of their number as honorary treasurer of the board of directors.
- All acts done by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
- A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors.
- Save as otherwise provided by the articles, a director shall not vote at a meeting of directors or of a committee of directors on any resolution concerning a matter in which s/he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Association unless his/her interest or duty arises only because the case falls within one or more of the following paragraphs
  - (a) the resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Association or any of its subsidiaries:
  - (b) the resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Association or any of its subsidiaries for which the director has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security;
  - (c) his interest arises by virtue of his/her subscribing or agreeing to subscribe for any shares, debentures, or other securities of the Association or any of its subsidiaries, or by virtue of his/her being, or intending to become, a participant in the underwriting or sub-underwriting of an offer of any such shares, debentures, or other securities by the Association or any of its subsidiaries for subscription, purchase or exchange;
  - (d) the resolution relates in any way to a retirement benefits scheme which has been approved, or is conditional upon approval, by the Board of Inland Revenue for taxation purposes.

For the purposes of this regulation, an interest of a person who is, for any purpose of the Act (excluding any statutory modification thereof not in force when this regulation becomes binding on the Association), connected with a director shall be treated as an interest of the director.

- A director shall not be counted in the quorum present at a meeting in relation to a resolution on which s/he is not entitled to vote.
- The Association may by ordinary resolution suspend or relax to any extent, either generally or in respect of any particular matter, any provision of the articles prohibiting a director from voting at a meeting of directors or of a committee of directors.
- Where proposals are under consideration concerning the appointment of two or more directors to offices or employments with the Association or any body corporate in which the Association is interested the proposals may be divided and considered in relation to each director separately and (provided s/he is not for another reason precluded from voting) each of the directors concerned shall be entitled to vote and be counted in the quorum in respect of each resolution except that concerning his/her own appointment.
- If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairperson of the meeting and his/her ruling in relation to any director other than himself shall be final and conclusive.

## **SECRETARY**

Subject to the provisions of the Act, the secretary shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

## **MINUTES**

- The directors shall cause minutes to be made in books kept for the purpose, or in digital form kept securely and backed up securely in case of loss of the original digital version
  - (a) of all appointments of officers made by the directors; and
  - (b) of all proceedings at meetings of the Association and of the directors, and of committees of directors, including the names of the directors present at each such meeting.

# **ACCOUNTS**

No member shall (as such) have any right of inspecting any accounting records or other book or document of the Association except as conferred by statute or authorised by the directors or by ordinary resolution of the Association.

#### NOTICES

Any notice to be given to or by any person pursuant to the articles (other than a notice calling a meeting of the directors) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice.

The Association may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his/her registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Association by the member. A member whose registered address is not within the United Kingdom and who gives to the Association an address within the United Kingdom at which notices may be given to him, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Association.

In this regulation and the next, "address", in relation to electronic communications, includes any number or address used for the purposes of such communications.

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

Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

#### **INDEMNITY**

Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his/her favour or in which s/he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

Names and Addresses of Subscribers.

Andrew Longmore
4 St Kentigern Rd

Penicuik

Midlothian EH26 9AE

Names and Addresses of Subscribers.

Keith McIntosh 218 Rullion Road

Penicuik

Midlofhian EH26,931

Names and Addresses of Subscribers.

Ken Brown 7 Craigiebield Crescent

Penicuik

Midlothian EH26 9EQ

Names and Addresses of Subscribers.

Ross Laird 41 Kirkhill Road

Penicuik

Midlothian EH26 8JB

Names and Addresses of Subscribers.

Gina Clark 4 St James Gardens Penicuik

Midlothian EH26 9DU

Names and Addresses of Subscribers.

Dated April 2018

Witness to the above signatures.

Date: 24 April 2018

Claire Gillies

1 Old Dalmore Gardens

Auchendinny Midlothian EH26 0RR