

**PRIVATE COMPANY LIMITED BY GUARANTEE**

**Articles of Association**

**of**

**HERTFORDSHIRE & MIDDLESEX WILDLIFE TRUST LIMITED**

**Charity number 239863**

**Company number 816710**

**Incorporated 21<sup>st</sup> August 1964**

**Updated and adopted by Special Resolution at the AGM of 14 September 2019**

**ARTICLES OF ASSOCIATION OF  
HERTFORDSHIRE & MIDDLESEX WILDLIFE TRUST LIMITED**

(and in this document it is called the 'Charity')

**INTERPRETATION**

1.1 In these Articles:

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

"Clear Days" in relation to the period of a notice means a period excluding:

- i) the day when the notice is given or deemed to be given; and
- ii) the day for which it is given or on which it is to take effect;

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

"Companies Acts" means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

"the Council" is the governing body of the Charity and its members for the time being are the Directors of the Charity;

"the Directors" means the Directors of the Charity. The Directors are Charity Trustees as defined by Section 177 of the Charities Act 2011;

"Electronic Means" has the meaning given in section 1168 of the Companies Act 2006;

"Officers" includes the Directors and Secretary of the Charity;

"the Seal" means the common seal of the Charity;

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

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

1.2 In Article 5, Article 47.7 and Article 48.2 a “connected person” means:

1.2.1 A child, parent, grandchild, grandparent, brother or sister of the Director;

1.2.2 The spouse or civil partner of the Director or of any person falling within Article 1.2.1 above;

1.2.3 A person carrying on business in partnership with the Director or with any person falling Within Article 1.2.1 or 1.2.2;

1.2.4 An institution which is controlled –

(a) By the Director or any connected person falling within Article 1.2.1, 1.2.2 or 1.2.3 above; or

(b) By two or more persons falling within Article 1.2.4 (a) when taken together

1.2.5 A body corporate in which -

(a) The Director or any connected person falling within Articles 1.2.1 to 1.2.3 has a substantial interest; or

(b) Two or more persons falling within Article 1.2.4 (a) who, when taken together, have a substantial interest.

(c) Sections 350 to 353 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this Article

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

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

2 The Charity's registered office is to be situated in England.

## **OBJECTS**

3 The Charity's objects (the **Objects**) are:

- 3.1 For the benefit of the public, to advance, promote and further the conservation, maintenance and protection of:
- (i) wildlife and its habitats;
  - (ii) places of natural beauty;
  - (iii) places of zoological, botanical, geological, archaeological or scientific interest;
  - (iv) features of landscape with geological, physiographical, or amenity value
- 3.2 To advance the education of the public in:
- (i) the principles and practice of sustainable development;
  - (ii) the principles and practice of biodiversity conservation.
- 3.3 To promote research in all branches of nature study and to publish the useful results thereof.
- 3.4 Working principally, but not exclusively, within the administration counties of Hertfordshire and Middlesex, as defined in the Local Government Act 1888.
- 3.5 Sustainable development is primarily defined as 'development that meets the needs of the present without compromising the ability of future generations to meet their own needs' (Brundtland Commission).

## **POWERS**

- 4 In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose):
- 4.1.1 to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
  - 4.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
  - 4.1.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 123 of the Charities Act 2011;
  - 4.1.4 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with sections 124 to 126 of the Charities Act 2011 if it wishes to mortgage land;

- 4.1.5 to co-operate with other Charities, voluntary bodies, statutory authorities, commercial bodies and other bodies and individuals and to exchange information and advice with them;
- 4.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- 4.1.7 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;
- 4.1.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about financial reserves;
- 4.1.9 to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Director only to the extent it is permitted to do so by Article 5 provided it complies with the conditions in that article;
- 4.1.10 to:
  - i. deposit or invest funds;
  - ii. employ a professional fund-manager; and
  - iii. arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the Directors of a charity are permitted to do by the Trustee Act 2000;

- 4.1.11 to provide indemnity insurance for the Directors or any other Officer of the Charity in relation to any such liability as is mentioned in Article 4.2, but subject to the restrictions specified in Article 4.3;
- 4.1.12 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity;
- 4.1.13 to do all such other lawful things as are necessary for the achievement of the Objects;
- 4.1.14 to promote, organise, carry out, support and participate in educational programmes, study days, courses, conferences, seminars and other educational events;
- 4.1.15 to establish, promote the establishment of, form and maintain exhibitions, record centres, libraries and collections of records and other objects of educational value;
- 4.1.16 to provide accommodation and refreshments and other ancillary services for members of the public attending or visiting facilities and events provided by the Charity;
- 4.1.17 to put before planning authorities such environmental considerations and information;

- 4.1.18 to facilitate and manage the collection and use of biological records and other data relating to the natural world;
- 4.1.19 to make grants or donations or loans of money and to give guarantees;
- 4.1.20 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.1.21 to establish subsidiary companies to assist or act as agents for the Charity.

4.2 The liabilities referred to in Article 4.1.11 are:

- 4.2.1 any liability that by virtue of any rule of law would otherwise attach to a Director of a company in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
- 4.2.2 the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

4.3 4.3.1 The following liabilities are excluded from Article 4.1.11:

- i. fines;
- ii. costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Director or other Officer;
- iii. liabilities to the Charity that result from conduct that the Director or other Officer knew or must be assumed to have known was not in the best interests of the Charity or about which the person concerned did not care whether it was in the best interests of the Charity or not.

4.3.2 There is excluded from Article 4.2.2 any liability to make such a contribution where the basis of the Director's liability is his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation.

## **APPLICATION OF INCOME AND PROPERTY**

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

5.2 5.2.1 A Director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.

5.2.2 Subject to the restrictions in Articles 4.2 and 4.3, a Director may benefit from indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions, in section 189 of the Charities Act 2011.

5.2.3 A Director may receive an indemnity from the Charity in the circumstances specified in Article 59.

5.3 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent a member who is not also a Director receiving:

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

5.3.2 reasonable and proper remuneration for any goods or services supplied to the Charity.

5.3.3 interest on any money lent by that Member of the Charity at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the Board of Directors of the Charity.

#### **BENEFITS AND PAYMENTS TO DIRECTORS AND CONNECTED PERSONS**

5.4 No Director or connected person may:

5.4.1 buy any goods or services from the Charity;

5.4.2 sell goods, services, or any interest in land to the Charity;

5.4.3 be employed by, or receive any remuneration from the Charity;

5.4.4 receive any other financial benefit from the Charity, unless;

i. The payment is permitted by Article 5.5 and the Directors follow the procedure and observe the condition set out in Article 5.6; or

ii. The Directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

5.5 5.5.1 A Director may receive interest on money lent to the Charity at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Directors.

5.5.2 A company of which a Director is a member may receive fees remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Director holds no more than 1% of the issued capital of that company.

5.6 5.6.1 The charity and its Directors may only rely upon the authority provided by Article 5.5 if each of the following conditions is satisfied:

- i. The remuneration or other sums paid to the Director do not exceed an amount that is reasonable in all the circumstances.
- ii. The Director is absent from the part of any meeting at which there is discussion of:
  - a. his or her remuneration, or any matter concerning the contract; or
  - b. his or her performance of the contract; or
  - c. any proposal to enter into any other contract or arrangement with him or her or to confer any benefit upon him or her that would be permitted under
  - d. Article 5.5; or
  - e. any other matter relating to a payment or the conferring of any benefit permitted by Article 5.5.
- iii. The Director does not vote on any such matter and is not to be counted when calculating whether a quorum of Directors is present at the meeting.
- iv. The other Directors are satisfied that it is in the interests of the Charity to contract with that Director rather than with someone who is not a Director. In reaching that decision the Directors must balance the advantage of contracting a Director against the disadvantages of doing so (especially the loss of the Director's services as a result of dealing with the Director's conflict of interest).
- v. The reason for their decision is recorded by the Directors in the minute book.
- vi. A majority of the Directors then in office have received no such payments.

5.6.2 The remuneration of a Director includes the engagement or remuneration of any firm or company in which the Director 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 Director holds less than 1% of the issued capital.

5.7 In Articles 5.2 to 5.6 of this Article 5:

5.7.1 "Charity" shall include any company in which the Charity:

- i. holds more than 50% of the shares; or
- ii. controls more than 50% of the voting rights attached to the shares; or
- iii. has the right to appoint one or more Directors to the board of the company;

5.7.2 "Director" shall include any child, parent, grandchild, grandparent, brother, sister or spouse of the Director or any person living with the Director as his or her partner.

5.7.3 'connected person' includes any person within the definition in Article 1 'interpretation'.



## LIABILITY OF MEMBERS

6 The liability of members is limited.

## DISSOLUTION

7 Every member promises, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the right of the contributories among themselves.

8 8.1 The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:

8.1.1 directly for the Objects; or

8.1.2 by transfer to any charity or charities for purposes similar to the Objects; or

8.1.3 to any charity for use for particular purposes that fall within the Objects;

8.2 Subject to any such resolution of the members of the Charity, the Directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on dissolution of the Charity be applied or transferred:

8.2.1 directly for the Objects; or

8.2.2 by transfer to any charity or charities for purposes similar to the Objects; or

8.2.3 to any charity or charities for use for particular purposes that fall within the Objects.

8.3 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity) and if no such resolution is passed by the members or the Directors the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

## MEMBERS

- 9 9.1 The subscribers to the memorandum are the first members of the Charity.
- 9.2 Membership is open to other individuals or organisations who:
- 9.2.1 apply to the Charity in the form required by the Directors; and
- 9.2.2 comply with the conditions of membership adopted from time to time by the Directors or otherwise are approved by the Directors.
- 9.3 9.3.1 The Directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- 9.3.2 The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- 9.3.3 The Directors must consider any written representations the applicant may make about the decision. The Directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- 9.4 Membership is not transferable to anyone else.
- 9.5 The Directors must keep a register of names and addresses of the members.

## **CLASSES OF MEMBERSHIP**

- 10 10.1 The Directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 10.2 The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 10.3 The rights attached to a class of membership may only be varied if:
- 10.3.1 three-quarters of the members of that class consent in writing to the variation; or
- 10.3.2 a special resolution is passed at a general meeting of the members of that class agreeing to the variation.
- 10.4 The provisions in these Articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

## **TERMINATION OF MEMBERSHIP**

- 11 Membership is terminated if:
- 11.1 the member dies or, if it is an organisation, ceases to exist;
  - 11.2 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
  - 11.3 any sum due from the member to the Charity is not paid in full within six months of it falling due;
  - 11.4 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. A resolution to remove a member from membership may only be passed if:
    - 11.4.1 the member has been given at least twenty-one days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it is to be proposed;
    - 11.4.2 the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

## **GENERAL MEETINGS**

- 12
- 12.1 An annual general meeting must be held in each year and not more than fifteen months may elapse between successive annual general meetings.
  - 12.2 All general meetings other than annual general meetings shall be called 'extraordinary general meetings'.
  - 12.3 Annual general meetings shall be held at such time and place and in such manner as the Council directs, including as a virtual or hybrid event through the use of remote electronic facilities. Where this is the case, voting by members on the business to be transacted at the AGM can take place in advance of the meeting, either by post or via electronic means, or during the meeting.
- 13 The Directors may call an extraordinary general meeting at any time.

## **NOTICE OF GENERAL MEETINGS**

- 14
- 14.1 The minimum periods of notice required to hold a general meeting of the Charity are:

14.1.1 twenty-one clear days for an annual general meeting and an extraordinary general meeting called for the passing of a special resolution;

14.1.2 fourteen clear days for all other extraordinary general meetings.

14.2 A general meeting may be called by shorter notice if it is so agreed:

14.2.1 in the case of an annual general meeting, by all the members entitled to attend and votes; and

14.2.2 in the case of an extraordinary general meeting, by a majority in numbers of members having a right to attend and vote at the meeting who together hold not less than 95% of the total voting rights.

14.3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and Article 21.

14.4 The notice must be given to all the members and to the Directors and auditors.

15 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

## **PROCEEDINGS AT GENERAL MEETINGS**

16 16.1 No business shall be transacted at any general meeting unless a quorum is present.

16.1 "In person" includes being present by means of any virtual or remote electronic facilities.

16.3 A quorum is 25 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting;

16.4 The authorised representative of a member organisation shall be counted in the quorum.

17 17.1 If:

17.1.1 a quorum is not present within half an hour from the time appointed for the meeting; or

17.1.2 during a meeting a quorum ceases to be present;

the meeting shall be adjourned to such time and place as the Directors shall determine.

- 17.2 The Directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 17.3 If no quorum is present at the reconvened meeting with fifteen minutes of the time specified for the start of the meeting the members present at that time in person or by proxy shall constitute the quorum for that meeting.
- 18 18.1 General meetings shall be chaired by the person who has been appointed to chair meetings of the Directors.
- 18.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Directors nominated by the Directors shall chair the meeting.
- 18.3 If there is only one Director present and willing to act, he or she shall chair the meeting.
- 18.4 If no Director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.
- 19 19.1 The members present at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 19.2 The person who is chairing the meeting must decide the date time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 19.3 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 19.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.
- 20 20.1 Any vote at a meeting, (other than one being held as a virtual or hybrid event), shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- 20.1.1 by the person chairing the meeting; or
- 20.1.2 by at least two members present in person or by proxy having the right to vote at the meeting; or

- 20.1.3 by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 20.2 20.2.1 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 20.2.2 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- 20.3 20.3.1 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 20.3.2 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 20.4 20.4.1 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- 20.4.2 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 20.5 20.5.1 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 20.5.2 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- 20.5.3 The poll must be taken within thirty days after it has been demanded.
- 20.5.4 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 20.5.5 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.
- 20.6 If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

## **CONTENT OF PROXY NOTICES**

- 21 21.1 Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which –
- 21.1.1 states the name and address of the member appointing the proxy;
  - 21.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - 21.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
  - 21.1.4 is delivered to the Charity in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.
- 21.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 21.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 21.4 Unless a proxy indicates otherwise, it must be treated as –
- 21.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - 21.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

## **DELIVERY OF PROXY NOTICES**

- 22 22.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- 22.2 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 22.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

- 22.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it on the appointor's behalf.

## **WRITTEN RESOLUTIONS**

- 23 23.1 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- 23.1.1 a copy of the proposed resolution has been sent to every eligible member;
- 23.1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
- 23.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning the circulation date.
- 23.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- 23.3 In the case of a member that is an organisation, its authorised representative may signify its agreement.

## **VOTES OF MEMBERS**

- 24 24.1 Subject to Article 10 and 20.6 and the next paragraph every member, whether an individual or an organisation shall have one vote.
- 24.2 No member shall be entitled to vote at any general meeting or at any adjourned meeting if he or she owes any money to the Charity.
- 25 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 26 26.1 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- 26.2 The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by



the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.

- 26.3 Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

## **DIRECTORS**

- 27 27.1 A Director must be a natural person aged 18 years or older and a member of the Charity.
- 27.2 No one may be appointed a Director if he or she would be disqualified from acting under the provisions of Article 39.
- 28 The number of Directors shall be not less than eight but shall be no more than 12 (unless otherwise determined by ordinary resolution).
- 29 Directors may appoint as Secretary in accordance with the Companies Act any person (provided that such person may not be a Director unless said Director is not paid for his/her role as Secretary).
- 30 A Director may not appoint an alternate Director or anyone to act on his or her behalf at meetings of the Directors.

## **POWERS OF DIRECTORS**

- 31 31.1 The Directors shall manage the business of the Charity through the Council and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, these Articles or any special resolution.
- 31.2 No alteration of these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.
- 31.3 Any meeting of Directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Directors.

## **RETIREMENT**

- 32 32.1 At each annual general meeting, one-third of the Directors or the number nearest to one third must retire from office.

- 32.2 Normally no Director shall be eligible for nomination for re-election if at the date determined for the election, he/she has already served **continuous** 9 years or more on the Council, except in exceptional circumstances to be determined by Council.
- 33 33.1 The Directors to retire by rotation shall be those who have been longest in office since their last appointment. If any Directors became or were appointed Directors on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 33.2 If a Director is required to retire at an annual general meeting by a provision of these Articles, the retirement shall take effect upon the conclusion of the meeting.

## **APPOINTMENT OF DIRECTORS**

- 34 The Charity may by ordinary resolution:
- 34.1 appoint a person who is willing to act to be a Director; and
- 34.2 determine the rotation in which any additional Directors are to retire.
- 35 No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless:
- 35.1 he or she is recommended for election by the Directors; or
- 35.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:
- 35.2.1 is signed by a member entitled to vote at the meeting;
- 35.2.2 states the member's intention to propose the appointment of a person as a Director;
- 35.2.3 contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
- 35.2.4 is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 36 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than **ninety** clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.
- 37 37.1 The Directors may appoint a person who is willing to act to be a Director.

37.2 A Director appointed by a resolution of the other Directors must retire at the next annual general meeting and will not be taken into account in determining the Directors who are to retire by rotation.

38 The appointment of a Director, whether by the Charity in general meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.

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

39 A Director shall cease to hold office if he or she:

39.1 ceases to be a Director by virtue of any provision in the Companies Acts or is prohibited by law from being a Director;

39.2 is disqualified from acting as a Director by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

39.3 ceases to be a member of the Charity;

39.4 in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Director and may remain so for more than three months;

39.5 resigns as a Director by notice to the Charity (but only if at least two Directors will remain in office when the notice of resignation is to take effect); or

39.6 is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated.

#### **REMUNERATION OF DIRECTORS**

40 The Directors must not be paid any remuneration unless it is authorised by Article 5.

#### **PROCEEDINGS OF DIRECTORS**

41 41.1 The Directors may regulate their proceedings as they think fit, subject to the provisions of the Articles.

41.2 Any Director may call a meeting of the Directors.

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

- 41.4 In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 42 A meeting may be held by suitable electronic means agreed by the Directors in which each participant may communicate with all other participants.
- 43 43.1 No decision may be made by a meeting of the Directors unless a quorum is present at the time the decision is purported to be made. ('Present' includes being present by suitable electronic means agreed by the Directors in which a participant or participants may communicate with all the other participants.)
- 43.2 The quorum shall be the number nearest to one third of the total number of Directors, whichever is the greater, or such larger number as may be decided from time to time by the Directors.
- 43.3 A Director shall not be counted in the quorum present when any decision is made about a matter upon which that Director is not entitled to vote.
- 44 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.
- 45 45.1 The Directors shall appoint a Director to chair their meetings and may at any time revoke such appointment.
- 45.2 If no-one has been appointed to chair meetings of the Directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Directors present may appoint one of their number to chair that meeting.
- 45.3 The person appointed to chair meetings of the Directors shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Directors.
- 46 46.1 A resolution in writing or in electronic form agreed by all the Directors entitled to receive notice of a meeting of Directors or of a committee of Directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Directors or (as the case may be) a committee of Directors duly convened and held.
- 46.2 The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Directors.

## **DELEGATION AND DIRECTORS INTERESTS**

- 47 47.1 The Director s may delegate any of their powers or functions to a committee of two or more Directors but the terms of any delegation must be recorded in the minute book.
- 47.2 The Director s may impose conditions when delegating, including the conditions that:
- 47.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- 47.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.
- 47.3 The Directors may revoke or alter a delegation.
- 47.4 All acts and proceedings of any committees must be fully and promptly reported to the Directors.

#### **DECLARATION OF DIRECTORS' INTERESTS**

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

#### **CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTIES**

- 47.6 If a conflict of interest arises for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted Directors may authorise such a conflict of interest where the following conditions apply:
- 47.6.1 the conflicted Director is absent from the part of the meeting which there is discussion of any arrangement or transaction affecting that other organisation or person
- 47.6.2 the conflicted Director does not vote on any such matter and is not to be counted when considering whether a quorum of Director is present at the meeting; and

47.6.3 the unconflicted Directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

47.7 In this Article, a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Director or to a connected person.

## **VALIDITY OF DIRECTOR DECISIONS**

48 48.1 Subject to Article 48.2, all acts done by a meeting of Directors, or of a committee of Directors, shall be valid notwithstanding the participation in any vote of a Director:

48.1.1 who was disqualified from holding office;

48.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

48.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if without:

48.1.4 the vote of that Director; and

48.1.5 that Director being counted in the quorum,

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

48.2 Article 48.1 does not permit a Director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for Article 48.1 the resolution would have been void, or if the Director has not complied with Article 47.5.

## **PRESIDENT AND VICE-PRESIDENT**

49 49.1 There may be a President and one or more Vice-Presidents of the Charity. These positions shall be honorary and the holders may or may not be members of the Charity, but may not be members of the Council. They may attend Council. They shall be entitled to receive notice of and to attend and speak at General Meetings of the Charity but, unless also a member, shall not be entitled to vote at such meetings.

49.2 The President and Vice-Presidents may be appointed at any time by Council and all such appointments are to be ratified by members at the next General Meeting following the appointment.

- 49.3 The President shall be eligible to hold the post for a term of five years only, after which he/she is eligible for re-appointment, subject to the recommendation of Council and the ratification at the next General Meeting.
- 49.4 The Vice-Presidents may either be appointed for a five year term only after which he/she is eligible for re-appointment, subject to the recommendation of Council and the ratification at the next General meeting or be entitled to the post for life.

## **SEAL**

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

## **MINUTES**

- 51 The Directors must keep minutes of all:
- 51.1 appointments of Officers made by the Directors;
  - 51.2 proceedings at meetings of the Charity;
  - 51.3 meetings of the Directors and committee of Directors including:
    - 51.3.1 the names of the Director s present at the meeting;
    - 51.3.2 the decisions made at the meetings; and
    - 51.3.3 where appropriate the reasons for the decisions.

## **ACCOUNTS**

- 52 52.1 The Directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Financial Reporting Council or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 52.2 The Directors must keep accounting records as required by the Companies Acts.

## **ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES**

- 53      53.1      The Directors must comply with the requirements of the Charities Act 2011 with regard to:
- 53.1.1    the transmission of the statements of account to the Commission;
  - 53.1.2    the preparation of an annual report and its transmission to the Commission;
  - 53.1.3    the preparation of an annual return and its transmission to the Commission.
- 53.2      The Directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

## **MEANS OF COMMUNICATION TO BE USED**

- 54      54.1      Subject to the Articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in a way in which the Companies Act 2006 provide for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.
- 54.2      Subject to the Articles, any notice or document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or documents for the time being.
- 55      Any notice to be given to or by any person pursuant to the Articles:
- 55.1      must be in writing; or
  - 55.2      must be given using electronic communications.
- 56      56.1      The Charity may give any notice to a member either:
- 56.1.1    personally; or
  - 56.1.2    by sending it by post in a prepaid envelope addressed to the member at his or her address; or
  - 56.1.3    by leaving it at the address of the member; or
  - 56.1.4    by giving it using electronic communications to the member's address.



56.1.5 by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.

56.2 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

57 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

58 58.1 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

58.2 Proof that an electronic form of notice was given shall be conclusive where the Charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

58.3 In accordance with section 1147 of the Companies Act 2006 a notice shall be deemed to be given:

58.3.1 48 hours after the envelope containing it was posted; or

58.3.2 in the case of an electronic communication, 48 hours after it was sent.

## **INDEMNITY**

59 59.1 The Charity may indemnify a relevant Officer against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.

59.2 In this Article a 'relevant Officer' means any Officer or former Officer of the Charity.

60 The Charity may indemnify an auditor against any liability incurred by him or her or it:

60.1 In defending proceedings (whether civil or criminal) in which judgement is given in his or her or its favour or he or she or it is acquitted; or

60.2 In connection with an application under section 1157 of the Companies Act (2006) (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him or her or it by the Court.

## **RULES**

- 61 61.1 The Directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- 61.2 The bye laws may regulate the following matters but are not restricted to them:
- 61.2.1 the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
- 61.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
- 61.2.3 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;
- 61.2.4 the procedure at general meetings and meetings of the Directors in so far as such procedure is not regulated by the Companies Acts or by these Articles;
- 61.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 61.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 61.4 The Directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.
- 61.5 The rules or bye laws, shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in the Articles.

## **DISPUTES**

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