

THE COMPANIES ACT 2006

**PRIVATE COMPANY LIMITED BY
GUARANTEE**

ARTICLES OF ASSOCIATION

of

ST RICHARDS HOSPICE FOUNDATION

As adopted by special resolution dated []

MILLS & REEVE

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1 Company's name

- 1.1 The company's name is St Richards Hospice Foundation ("charity").

2 Interpretation

- 2.1 In the articles:

"**address**" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

"**articles**" means the charity's articles of association;

"**charity**" means the company intended to be regulated by the articles;

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

- (a) the day when the notice is given or deemed to be given; and

(b) the day for which it is given or on which it is to take effect;

“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;

“Governors” means the Governors of the charity. The Governors are charity trustees as defined by section 177 of the Charities Act 2011;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“member” means a member of the charity for the purposes of the Companies Acts and members means all the members;

“officers” includes the Governors and the secretary (if any);

“seal” means the common seal of the charity if it has one;

“secretary” means any person appointed to perform the duties of the secretary of the charity;

“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.

- 2.2 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.
- 2.3 Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

3 Liability of Members

- 3.1 The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
- 3.1.1 payment of the charity's debts and liabilities incurred before he, she or it ceases to be a member;
 - 3.1.2 payment of the costs, charges and expenses of winding up; and
 - 3.1.3 adjustment of the rights of the contributors among themselves.

4 Objects

- 4.1 The charity's objects ("Objects") are specifically restricted to promote the relief of suffering (so far as such purpose is charitable) in such ways as the foundation shall from time to time think fit, and in particular (but without prejudice to the generality of such object) :-
- 4.1.1 to promote by the establishment of domiciliary care at home, in community hospitals or nursing and care homes, the relief of persons of either sex (without regard to race or creed) who are suffering (at any age) from any chronic or terminal illness or from any disability or disease attributable to old age or from other physical or mental infirmity, disability or disease.
 - 4.1.2 to establish maintain and manage a hospice hospital or residential home and all ancillary services for such persons.
 - 4.1.3 by conducting or promoting or encouraging research into the care and treatment of persons suffering from any such illness, disability, disease or infirmity as aforesaid and particularly into the care and treatment of persons suffering from cancer or terminal illness and to disseminate the results thereof.
 - 4.1.4 by promoting or encouraging or assisting in the teaching or training of doctors, nurses, physiotherapists and other persons engaged in any branch of medicine, surgery, nursing or allied services, and in the

teaching or training of students in any branch of medicine, surgery, nursing or allied services.

- 4.1.5 by providing or assisting or encouraging the provision of spiritual help and guidance for any persons resident (either as patients or otherwise) or working in any such home or homes as aforesaid.
- 4.1.6 by providing counselling, bereavement and family support to families and those close to our patients

5 Powers

- 5.1 The charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the charity has power:
 - 5.1.1 to raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - 5.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 5.1.3 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 122 of the Charities Act 2011;
 - 5.1.4 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 - 126 of the Charities Act 2011 if it wishes to mortgage land;
 - 5.1.5 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - 5.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - 5.1.7 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;

- 5.1.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 5.1.9 to employ and remunerate such staff as are necessary for carrying out the work of the charity;
- 5.1.10 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 trustees of a trust are permitted to do by the Trustee Act 2000;
- 5.1.11 to provide indemnity insurance for the Governors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- 5.1.12 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.

6 Application of income and property

- 6.1 The income and property of the charity shall be applied solely towards the promotion of the Objects.
- 6.2 A Governor is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- 6.3 A Governor may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 6.4 A Governor may receive an indemnity from the charity in the circumstances specified in article 31.
- 6.5 A Governor may not receive any other benefit or payment unless it is authorised by article 7.

- 6.6 Subject to article 7, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a Governor receiving:
- 6.6.1 a benefit from the charity in the capacity of a beneficiary of the charity;
 - 6.6.2 reasonable and proper remuneration for any goods or services supplied to the charity.

7 Benefits and payments to charity Governors and connected persons

General provisions

- 7.1 No Governor or connected person may:
- 7.1.1 buy any goods or services from the charity on terms preferential to those applicable to members of the public;
 - 7.1.2 sell goods, services, or any interest in land to the charity;
 - 7.1.3 be employed by, or receive any remuneration from, the charity;
 - 7.1.4 receive any other financial benefit from the charity;

unless the payment is permitted by articles 7.2 to 7.7 or authorised by the court or the prior written consent of the Charity Commission has been obtained.

In this article a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

Scope and powers permitting Governors’ or connected persons’ benefits

- 7.2 A Governor or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the Governors do not benefit in this way.
- 7.3 A Governor or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.

- 7.4 Subject to article 7.8 a Governor or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the Governor or connected person.
- 7.5 A Governor or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- 7.6 A Governor or connected person may receive rent for premises let by the Governor or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The Governor concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 7.7 A Governor or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

Payment for supply of goods only - controls

- 7.8 The charity and its Governors may only rely upon the authority provided by article 7.4 if each of the following conditions is satisfied:
 - 7.8.1 the amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its Governors (as the case may be) and the Governor or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity;
 - 7.8.2 the amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question;
 - 7.8.3 the other Governors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a Governor or connected person. In reaching that decision the Governors must balance the advantage of contracting with a Governor or connected person against the disadvantages of doing so;

- 7.8.4 the supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity;
 - 7.8.5 the supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Governors is present at the meeting;
 - 7.8.6 the reason for their decision is recorded by the Governors in the minute book;
 - 7.8.7 a majority of the Governors then in office are not in receipt of remuneration or payments authorised by article 7.
- 7.9 In articles 7.2 to 7.8:
- 7.9.1 “**charity**” includes 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 Governors to the board of the company.
 - 7.9.2 “**connected person**” includes any person within the definition in article 38 (Interpretation).

8 Declaration of Governors' interests

- 8.1 A Governor 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 Governor must absent himself or herself from any discussions of the charity Governors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

9 Conflicts of interests and conflicts of loyalties

- 9.1 If a conflict of interests arises for a Governor 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 Governors may authorise such a conflict of interests where the following conditions apply:
 - 9.1.1 the conflicted Governor is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - 9.1.2 the conflicted Governor does not vote on any such matter and is not to be counted when considering whether a quorum of Governors is present at the meeting; and
 - 9.1.3 the unconflicted Governors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.
- 9.2 In this article 9 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 Governor or to a connected person.

10 Members

- 10.1 Any individual who is or has been a Governor, and who shall consent in writing, may be admitted as a member.
- 10.2 The rights and privileges of a member shall be personal to the member and membership is not transferable.
- 10.3 The Governors must keep a register of names and addresses of the members.

11 Classes of membership

- 11.1 The Governors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 11.2 The Governors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 11.3 The rights attached to a class of membership may only be varied if:

- 11.3.1 three-quarters of the members of that class consent in writing to the variation; or
 - 11.3.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 11.4 The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

12 Termination of membership

- 12.1 Membership is terminated if:
- 12.1.1 the member dies or, if it is an organisation, ceases to exist;
 - 12.1.2 the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
 - 12.1.3 any sum due from the member to the charity is not paid in full within six months of it falling due;
 - 12.1.4 the member is removed from membership by a resolution of the Governors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (i) the member has been given at least twenty-one days' notice in writing of the meeting of the Governors at which the resolution will be proposed and the reasons why it is to be proposed;
 - (ii) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

13 General meetings

- 13.1 The Governors, or the Chair, may call a general meeting at any time, and on the requisition of the members pursuant to the provisions of the Companies Act shall immediately proceed to convene a general meeting in accordance with those provisions.

14 Notice of general meetings

- 14.1 The minimum periods of notice required to hold a general meeting of the charity is fourteen clear days.
- 14.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
- 14.3 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 36.
- 14.4 The notice must be given to all the members and to the Governors and auditors.
- 14.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

15 Proceedings at general meetings

- 15.1 No business shall be transacted at any general meeting unless a quorum is present.
- 15.2 A quorum is:
 - 15.2.1 six members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
 - 15.2.2 one tenth of the total membership at the time whichever is the greater.
- 15.3 The authorised representative of a member organisation shall be counted in the quorum.
- 15.4 If:
 - 15.4.1 a quorum is not present within half an hour from the time appointed for the meeting; or

- 15.4.2 during a meeting a quorum ceases to be present;
the meeting shall be adjourned to such time and place as the Governors shall determine.
- 15.5 The Governors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 15.6 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.
- 15.7 General meetings shall be chaired by the person who has been appointed to chair meetings of the Governors.
- 15.8 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Governor nominated by the Governors shall chair the meeting.
- 15.9 If there is only one Governor present and willing to act, he or she shall chair the meeting.
- 15.10 If no Governor is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
- 15.11 The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 15.12 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.
- 15.13 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.
- 15.14 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.

- 15.15 Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- 15.15.1 by the person chairing the meeting; or
 - 15.15.2 by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - 15.15.3 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.
- 15.16 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 15.17 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.
- 15.18 Polls shall be carried out in accordance with article 35.

16 Written resolutions

- 16.1 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:
 - 16.1.1 a copy of the proposed resolution has been sent to every eligible member;
 - 16.1.2 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
 - 16.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 16.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement.

- 16.3 In the case of a member that is an organisation, its authorised representative may signify its agreement.

17 Votes of members

- 17.1 Subject to article 11, every member, whether an individual or an organisation, shall have one vote.
- 17.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 17.3 Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.
- 17.4 The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
- 17.5 Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

18 Governors

- 18.1 A Governor must be a natural person aged 16 years or older.
- 18.2 No one may be appointed a Governor if he or she would be disqualified from acting under the provisions of article 21.
- 18.3 The minimum number of Governors shall be five but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- 18.4 A Governor may not appoint an alternate Governor or anyone to act on his or her behalf at meetings of the Governors.

19 Powers of Governors

- 19.1 The Governors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- 19.2 No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the Governors.
- 19.3 Any meeting of Governors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Governors.

20 Appointment of Governors and terms of office

- 20.1 The Governors shall have power at any time from time to time to appoint any person who is able and willing to do so to be a Governor. Upon their appointment as a Governor a person shall automatically become a member and admitted to membership.
- 20.2 Subject to article 21, Governors shall serve in office for three years, following which they may be reappointed by the Governors for further terms of three years.
- 20.3 Any Governor who has served in office for more than nine consecutive years shall be subject to an annual review carried out by the chair, or in the case of the chair, by the vice-chairs (or if less than two vice-chairs in office, by any two Governors appointed by the Governors for that purpose).

21 Disqualification and removal of Governors

- 21.1 A Governor shall cease to hold office if he or she:
 - 21.1.1 ceases to be a Governor by virtue of any provision in the Companies Acts or is prohibited by law from being a Governor;
 - 21.1.2 is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - 21.1.3 ceases to be a member of the charity;

- 21.1.4 being a Governor reviewed under article 20.3, is removed by the chair (or in the case of the chair, by the relevant reviewers) following the review;
- 21.1.5 in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Governor and may remain so for more than three months;
- 21.1.6 resigns as a Governor by notice to the charity (but only if at least two Governors will remain in office when the notice of resignation is to take effect);
- 21.1.7 is removed from office in accordance with any rules, regulations or codes (including any code of conduct) in force from time to time and applicable to the Governors;
- 21.1.8 is removed by the charity under the statutory procedure set out in the Companies Acts; or
- 21.1.9 is absent without the permission of the Governors for three consecutive meetings of the board and the Governors resolve that his or her office be vacated.

22 Proceedings of Governors

- 22.1 The Governors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- 22.2 Any Governor may call a meeting of the Governors.
- 22.3 The secretary (if any) must call a meeting of the Governors if requested to do so by a Governor.
- 22.4 Questions arising at a meeting shall be decided by a majority of votes.
- 22.5 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 22.6 A meeting may be held by suitable electronic means agreed by the Governors in which each participant may communicate with all the other participants.

- 22.7 No decision may be made by a meeting of the Governors 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 Governors in which a participant or participants may communicate with all the other participants.
- 22.8 The quorum shall be six or the number nearest to one-third of the total number of Governors, whichever is the greater, or such larger number as may be decided from time to time by the Governors.
- 22.9 A Governor shall not be counted in the quorum present when any decision is made about a matter upon which that Governor is not entitled to vote.
- 22.10 If the number of Governors is less than the number fixed as the quorum, the continuing Governors or Governor may act only for the purpose of filling vacancies or of calling a general meeting.
- 22.11 The Governors may appoint a Governor to chair their meetings for a term of three years, which may be renewed for further periods as agreed by the Governors. Any such appointment may be revoked by a majority of the Governors in office in accordance with any relevant code or procedure (if any) in force from time to time.
- 22.12 If no-one has been appointed to chair meetings of the Governors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Governors present may appoint one of their number to chair that meeting.
- 22.13 The person appointed to chair meetings of the Governors shall have no functions or powers except those conferred by the articles or delegated to him or her by the Governors.
- 22.14 A resolution in writing or in electronic form agreed by all of the Governors entitled to receive notice of a meeting of the Governors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Governors duly convened and held.
- 22.15 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Governors has signified their agreement.

23 Delegation

- 23.1 The Governors may appoint a chief executive officer and other senior employees as appropriate to carry out day-to-day management and administration of the charity. The Governors may from time to time set out in writing the duties and responsibilities of such employees.
- 23.2 The Governors may delegate any of their powers or functions to a committee of two or more Governors but the terms of any delegation must be recorded in the minute book.
- 23.3 The Governors may impose conditions when delegating, including the conditions that:
 - 23.3.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - 23.3.2 no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the Governors.
- 23.4 The Governors may revoke or alter a delegation.
- 23.5 All acts and proceedings of any committees must be fully and promptly reported to the Governors.

24 Validity of Governors' decisions

- 24.1 Subject to article 24.2, all acts done by a meeting of Governors, or of a committee of Governors, shall be valid notwithstanding the participation in any vote of a Governor:
 - 24.1.1 who was disqualified from holding office;
 - 24.1.2 who had previously retired or who had been obliged by the constitution to vacate office;
 - 24.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;
 - if without:
 - 24.1.4 the vote of that Governor; and

24.1.5 that Governor being counted in the quorum;

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

- 24.2 Article 24.1, does not permit a Governor or connected person to keep any benefit that may be conferred upon him or her by a resolution of the Governors or of a committee of Governors if, but for article 24.1, the resolution would have been void, or if the Governor has not complied with article 8.

25 Seal

- 25.1 If the charity has a seal it must only be used by the authority of the Governors or of a committee of Governors authorised by the Governors. The Governors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Governor and by the secretary (if any) or by a second Governor.

26 Minutes

- 26.1 The Governors must keep minutes of all:

26.1.1 appointments of officers made by the Governors;

26.1.2 proceedings at meetings of the charity;

26.1.3 meetings of the Governors and committees of Governors including:

(i) the names of the Governors present at the meeting;

(ii) the decisions made at the meetings; and

(iii) where appropriate the reasons for the decisions.

27 Honorary Officers

- 27.1 The Governors may, at any time and from time to time, appoint any person, whether a member of the charity or not, to be president, a vice-president or a patron of the charity. Such offices shall be honorary offices, carrying no executive duties or responsibilities and no voting powers.

28 Accounts

- 28.1 The Governors 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 Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 28.2 The Governors must keep accounting records as required by the Companies Acts.

29 Annual Report and Return and Register of Charities

- 29.1 The Governors must comply with the requirements of the Charities Act 2011 with regard to the:
 - 29.1.1 transmission of a copy of the statements of account to the Commission;
 - 29.1.2 preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - 29.1.3 preparation of an Annual Return and its transmission to the Commission.
- 29.2 The Governors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

30 Means of communication to be used

- 30.1 Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- 30.2 Subject to the articles, any notice or document to be sent or supplied to a Governor in connection with the taking of decisions by Governors may also be sent or supplied by the means by which that Governor has asked to be sent or supplied with such notices or documents for the time being.
- 30.3 Any notice to be given to or by any person pursuant to the articles:
 - 30.3.1 must be in writing; or
 - 30.3.2 must be given in electronic form.

- 30.4 The charity may give any notice to a member either:
- 30.4.1 personally; or
 - 30.4.2 by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - 30.4.3 by leaving it at the address of the member; or
 - 30.4.4 by giving it in electronic form to the member's electronic address;
 - 30.4.5 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.
- 30.5 A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.
- 30.6 A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 30.7 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 30.8 Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 30.9 In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
- 30.9.1 48 hours after the envelope containing it was posted; or
 - 30.9.2 in the case of an electronic form of communication, 48 hours after it was sent.

31 Indemnity

- 31.1 The charity shall indemnify a relevant Governor against any liability incurred in successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the charity.
- 31.2 In this article a “**relevant Governor**” means any Governor or former Governor of the charity.
- 31.3 The charity may indemnify an auditor against any liability incurred by him or her or it:
 - 31.3.1 in defending proceedings (whether civil or criminal) in which judgment is given in his or her or its favour or he or she or it is acquitted; or
 - 31.3.2 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.

32 Rules

- 32.1 The Governors 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.
- 32.2 The bye laws may regulate the following matters but are not restricted to them:
 - 32.2.1 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;
 - 32.2.2 the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - 32.2.3 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;
 - 32.2.4 the procedure at general meetings and meetings of the Governors in so far as such procedure is not regulated by the Companies Acts or by the articles;

- 32.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 32.3 The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 32.4 The Governors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
- 32.5 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.

33 Disputes

- 33.1 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.

34 Dissolution

- 34.1 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 exclusively charitable objects similar to the objects of the charity, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the charity under or by virtue of article 6, other such institution to be determined by the members of the charity at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some other charitable objects.

35 General meeting polls

- 35.1 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.
- 35.2 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.

- 35.3 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.
- 35.4 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 35.5 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 35.6 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.
- 35.7 The poll must be taken within thirty days after it has been demanded.
- 35.8 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.
- 35.9 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

36 Content of proxy notices

- 36.1 Proxies may only validly be appointed by a notice in writing (a "**proxy notice**") which:
 - 36.1.1 states the name and address of the member appointing the proxy;
 - 36.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - 36.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Governors may determine; and
 - 36.1.4 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.
- 36.2 The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 36.3 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.

- 36.4 Unless a proxy notice indicates otherwise, it must be treated as:
- 36.4.1 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
 - 36.4.2 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.

37 Delivery of proxy notices

- 37.1 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.
- 37.2 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.
- 37.3 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.
- 37.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.

38 Interpretation

- 38.1 In article 9.2 and article 24.2, “**connected person**” means:
- 38.1.1 a child, parent, grandchild, grandparent, brother or sister of the Governor;
 - 38.1.2 the spouse or civil partner of the Governor or of any person falling within paragraph 38.1.1 above;
 - 38.1.3 a person carrying on business in partnership with the Governor or with any person falling within paragraph 38.1.1 or 38.1.2 above;
 - 38.1.4 an institution which is controlled:
 - (i) by the Governor or any connected person falling with paragraphs 38.1.1, 38.1.2 or 38.1.3 above; or

- (ii) by two or more persons falling within paragraph 38.1.4(i) above, when taken together
- 38.1.5 a body corporate in which:
- (i) the Governor or any connected person falling within paragraphs 38.1.1 to 38.1.3 above has a substantial interest; or
 - (ii) two or more persons falling within sub-paragraph 38.1.5(i) above who, when taken together, have a substantial interest.
 - (iii) sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.