MOULSFORD PREPARATORY SCHOOL TRUST LIMITED

ARTICLES OF ASSOCIATION

INDEX

No.	Heading	Page
1.	Preliminary	11
2.	Members	12
3.	General meetings	13
4.	Proceedings at general meetings	13
5.	Votes of members	16
6.	Board of Governors	19
7.	Powers of Governors	20
8.	Disqualification and removal of Governors	20
9.	Governors' expenses	21
10.	Proceedings of Governors	21
I1.	Secretary	23
12.	Minutes	23
13.	The seal	23
14.	Accounts	23
15.	Annual report	23
16.	Annual return	23
17.	Notices	24
18.	Indemnity	24
19.	Rules *AB2FNP6G* A11 21/04/2022 #200 COMPANIES HOUSE	24

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

MOULSFORD PREPARATORY SCHOOL TRUST LIMITED

(Adopted by Special Resolution passed

7 April

2022)

1. PRELIMINARY

1.1 In these Articles:

1.1.1 the following expressions shall have the meanings respectively ascribed:

"Act"

the Companies Act 1985 as in force on the date of the

adoption of these Articles;

"Auditors"

the auditors for the time being of the Charity;

"Charity"

the above-named company;

"clear days"

in relation to the period of any notice, the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it

is to take effect;

"Governors"

the board of Governors of the Charity or (where the context permits) a duly authorised committee thereof and references to a "Governor" shall be construed

accordingly;

"Office"

the registered office of the Charity;

"School"

Moulsford Preparatory School;

"Seal" the common seal of the Charity, if it has one;

"Secretary" the secretary of the Charity or any other person

appointed to perform the duties of the secretary of the

Charity, including a joint, assistant or deputy secretary;

1.1.2 references to any provision of any statute or any statutory instrument shall include any provision from time to time amending, replacing or re-enacting the same;

- 1.1.3 words importing the singular include the plural and *vice versa*, words importing a gender include every gender and references to persons include corporations, partnerships and other unincorporated associations or bodies of persons;
- 1.1.4 references to a document being "executed" includes any mode of execution;
- 1.1.5 subject as provided in this Article 1.1, words or expressions defined in the Act shall, unless the context requires otherwise, bear the same meaning when used in these Articles;
- 1.1.6 headings and any index are inserted for convenience only and no account shall be taken of headings or of any index in construing these Articles.
- 1.2 The regulations contained in Table C in the Schedule to the Companies (Tables A to F) Regulations 1985 as amended by the Companies (Tables A to F) Amendment Regulations 1985 shall, except insofar as the same are inconsistent with these Articles, apply to the Charity.

2. MEMBERS

- 2.1 The subscribers to the Memorandum of Association and such other persons as are approved and admitted to membership by the Governors (but subject always to any rules which may be made under Article 19) shall be members of the Charity Provided that the maximum number of members shall not exceed 50 or such other number as the Charity by ordinary resolution shall from time to time resolve. No person shall be admitted a member of the Charity unless his application for membership is approved by the Governors.
- 2.2 Unless the Governors or the Charity in general meeting shall make other provision under Article 19, the Governors may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than three.

3. GENERAL MEETINGS

- 3.1 The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it. Not more than 15 months shall elapse between the date of one annual general meeting of the Charity and that of the next. The annual general meetings shall be held at such times and places as the Governors shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
- 3.2 The Governors may call general meetings and extraordinary general meetings shall also be convened on requisition, or in default by such requisitionists, as provided by section 368 of the Act.
- 3.3 An annual general meeting and an extraordinary general meeting called for the passing of a special resolution or an ordinary resolution appointing a person as a Governor shall be called by at least 21 clear days' notice. All other extraordinary general meetings shall be called by at least 14 clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
 - 3.3.1 in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - 3.3.2 in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 per cent. of the total voting rights at the meeting of all the members.
- 3.4 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.
- 3.5 The notice shall be given to all the members and to the Governors and the Auditors.
- 3.6 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

4. PROCEEDINGS AT GENERAL MEETINGS

4.1 No business shall be transacted at any meeting unless a quorum is present. Three members present in person (or, in the case of a corporation, by an authorised representative) shall constitute a quorum.

- 4.2 If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Governors may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
- 4.3 The Chairman of the Governors (or, in his absence, the Deputy Chairman) or, if at any time there shall be no Chairman or Deputy Chairman or if both of them shall be absent, some other Governor nominated by the Governors shall preside as chairman of the meeting but if neither the Chairman nor the Deputy Chairman nor such other Governor (if any) be present within 15 minutes after the time appointed for holding the meeting and willing to act, the Governors present shall elect one of their number to be chairman and, if there is only one Governor present and willing to act, he shall be chairman.
- 4.4 If no Governor is willing to act as chairman, or if no Governor is present within 15 minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
- 4.5 A Governor shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
- 4.6 The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for 30 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
- 4.7 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
 - 4.7.1 by the chairman; or
 - 4.7.2 by at least three members present in person or by proxy (or, in the case of a corporation, by an authorised representative) having the right to vote at the meeting; or

- 4.7.3 by a member or members present in person or by proxy (or, in the case of a corporation, by an authorised representative) and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 4.8 Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 4.9 The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- 4.10 A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 4.11 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
- 4.12 A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- 4.13 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 4.14 Subject to the provisions of the Act, a resolution in writing signed by all the members for the time being entitled to receive notice of and attend and vote at general meetings shall be as effective as if the same had been passed at a general meeting of the Charity duly convened and held and may consist of several documents in the like form each signed by one or more persons but a resolution so signed shall not be effective to remove a Governor or Auditor before the expiration of his term of office or to do anything else which the Companies Acts from time to time do not allow to be done by written resolution. In the case of a corporation

or other member organisation the resolution may be signed on its behalf by a director or the secretary thereof or by its duly appointed attorney or duly authorised representative.

5. VOTES OF MEMBERS

- 5.1 Subject to Article 4.11 (chairman's casting vote), every member shall have one vote.
- No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
- 5.3 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.
- A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
- 5.5 Any corporation or other organisation which is a member of the Charity may by resolution of its board of directors or council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.
- Votes may be given on a show of hands either personally or (in the case of a corporation or other member organisation) by its duly authorised representative appointed as provided by Article 5.5 above. On a poll members may vote either personally or by proxy or (in the case of a corporation or other member organisation) by its duly authorised representative as aforesaid. A proxy need not be a member.
- 5.7 The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorising in writing, or if such appointor is a corporation under its common seal, if any, and, if none, then under the hand of some officer duly authorised in that behalf.
- 5.8 The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Governors may:

5.8.1 be deposited at the Office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

5.8.2 in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or

5.8.3 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the Secretary or to any Governor

and an instrument or proxy which is not deposited or delivered in a manner so permitted shall be invalid. No instrument appointing a proxy shall be valid after the expiration of 12 months from the date of its execution.

5.9 A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or mental incapacity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, mental incapacity or revocation as aforesaid shall have been received at the Office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the proxy is used. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

5.10 An instrument appointing a proxy shall be in the following form (or as near thereto as circumstances allow or in any other form which is usual or which the Governors may approve):

"MOULSFORD PREPARATORY SCHOOL TRUST LIMITED

I/We,

of

being a member/members of the above-named Company

hereby appoint

o f

and failing him,

of

, as my/our proxy

to vote in my/our name[s] on my/our behalf at the [Annual][Extraordinary] General Meeting of the Company to be held on and at any adjournment thereof.

Signed on [Date]."

5.11 Where it is desired to afford members an opportunity of instructing the proxy how he shall act the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Governors may approve):

"MOULSFORD PREPARATORY SCHOOL TRUST LIMITED

INVe,

of

being a member/members of the above-named Company

hereby appoint

of

and failing him,

o f

as my/our proxy to vote in my/our name[s] and on my/our behalf at the [Annual][Extraordinary] General Meeting of the Company, to be held on , and at any adjournment thereof.

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

Resolution No 1 *for *against
Resolution No 2 *for *against

*Strike out whichever is not desired

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

Signed on [Date]."]

6. BOARD OF GOVERNORS

- 6.1 The number of Governors shall be not less than seven and not more than 30 (or such other number as the Charity may by ordinary resolution from time to time determine).
- A Governor must be a member of the Charity. Any person holding office as a Governor shall, upon ceasing for any reason to hold office as such, be deemed to retire as a member of the Charity unless such retirement would cause the number of members to fall below the minimum number specified in Article 2.2.
- 6.3 The Governors shall be those persons who are Governors at the date of the adoption of these Articles with such persons, being members of the Charity, as shall be appointed to that office in accordance with Article 6.4 or 6.4 below.
- Subject always to Article 6.2, the head teacher for the time being of any school carried on by the Charity may be appointed as a Governor, but shall not be entitled to vote as a Governor in respect of any question affecting his salary or any other matter in which he is financially interested, and if he shall vote his vote shall not be counted, nor shall he be reckoned for the purpose of constituting a quorum of the Governors.
- 6.5 (Subject always to Article 6.2 and to any rules which may be made under Article 19) the Governors may appoint a person who is willing to act as a Governor either to fill a vacancy in the Governors or as an additional Governor provided that the appointment does not cause the number of Governors to exceed any number fixed by or in accordance with these Articles as the maximum number of Governors.
- Subject always to Article 6.2 the Charity may by ordinary resolution appoint a person who is willing to act as a Governor either to fill a vacancy in the Governors or as an additional Governor provided that the appointment does not cause the number of Governors to exceed any number fixed by or in accordance with these Articles as the maximum number of Governors.
- 6.7 The Governors shall not be subject to retirement by rotation and accordingly all references in Table A (as incorporated by Table C) to retirement by rotation shall be disregarded.
- 6.8 In addition and without prejudice to the provisions of section 303 of the Act, the Charity may by extraordinary resolution remove any Governor from office and may by ordinary resolution appoint any other qualified person in his stead.
- 6.9 No person may be appointed or otherwise hold office as a Governor:

- 6.9.1 if he is under the age of 18 years; or
- 6.9.2 in circumstances such that, had he already been a Governor, he would have been disqualified from acting under the provisions of Article 8.

7. POWERS OF GOVERNORS

- 3.1 Subject to the provisions of the Act, the Charity's Memorandum of Association and these Articles and to any directions given by special resolution, the business of the Charity shall be managed by the Governors who may exercise all the powers of the Charity. No alteration of the Memorandum of Association or these Articles and no such direction shall invalidate any prior act of the Governors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Governors by these Articles and a meeting of Governors at which a quorum is present may exercise all the powers exercisable by the Governors.
- 7.2 In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under these Articles the Governors shall have the following powers, namely:
 - 7.2.1 to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of its objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the Charity;
 - 7.2.2 to enter into contracts on behalf of the Charity.

8. DISQUALIFICATION AND REMOVAL OF GOVERNORS

- 8.1 A Governor shall cease to hold office if he:
 - 8.1.1 ceases to be a member of the Charity;
 - 8.1.2 ceases to be a Governor by virtue of any provision in the Act or is disqualified from acting as a Governor by virtue of section 72 of the Charities Act 1993;
 - 8.1.3 becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
 - 8.1.4 resigns his office 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); or

- 8.1.5 ceases to hold office by virtue of any other provision in these Articles.
- 8.2 A Governor may also be removed from office by resolution of the Governors.

9. GOVERNORS' EXPENSES

9.1 The Governors may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Governors or committees of Governors or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration (other than any payment permitted by Clause 5 of the Memorandum of Association).

10. PROCEEDINGS OF GOVERNORS

- 10.1 A meeting of the Governors may consist of a conference between Governors some or all of whom are in different places provided that each Governor who participates is able:
 - 10.1.1 to hear each of the other participating Governors addressing the meeting; and
 - if he so wishes, to address all of the other participating Governors simultaneously whether directly, by conference telephone or by any other form of communications equipment (whether in use when these articles are adopted or developed subsequently) or by a combination of such methods. Each Governor so participating in a meeting shall be deemed to be "present" at such meeting for the purposes of these articles. A meeting held in accordance with this article is deemed to take place at the place where the largest group of participating Governors is assembled, or if no such group is readily identifiable, at the place from where the Chair of the meeting participates.
- 10.2 A resolution in writing signed or confirmed electronically by all the Governors for the time being entitled to receive notice of a Governors meeting and to vote on the resolution and not being less than a quorum (or by all the members of a committee of the board of Governors for the time being entitled to receive notice of such committee meeting and to vote on the resolution and not being less than a quorum of that committee), shall be as valid and effective for all purposes as a resolution duly passed at a meeting of the board of Governors (or committee, as the case may be).

Such a resolution may consist of several documents or electronic communications in the same form each signed or authenticated by one or more of the Governors or members of the relevant committee.

- 10.3 Subject to the provisions of these Articles, the Governors may regulate their proceedings as they think fit. A Governor may, and the Secretary at the request of a Governor shall, call a meeting of the Governors. It shall not be necessary to give notice of a meeting to a Governor who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.
- 10.4 The quorum for the transaction of the business of the Governors may be fixed by the Governors but shall not be less than one third of their number or two Governors, whichever is the greater.
- 10.5 The Governors may act notwithstanding any vacancies in their number, but, if the number of Governors is less than the number fixed as the quorum, the continuing Governor or Governor may act only for the purpose of filling vacancies or of calling a general meeting.
- 10.6 The Governors shall elect one of their number to be Chairman and another of their number to be Deputy Chairman and may at any time remove from either such office the Governor so appointed. Unless he is unwilling to do so, the Chairman (or, in his absence, the Deputy Chairman) shall preside at every meeting of Governors at which he is present but if there is no Governor holding the office of Chairman or Deputy Chairman, or if the Governor holding either such office is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Governors present may appoint one of their number to be chairman of the meeting.
- 10.7 The following persons shall be entitled to attend and speak at any meeting of the Governors or of any committee of the Governors (unless the Governors shall ask them, or any of them not to be present or to withdraw), but shall not be entitled to a vote at any such meeting or to be present when any question affecting their respective salaries or any other matter in which he or they may be financially interested is discussed:
 - 10.7.1 the head teacher of the School (by whatever named called) if the head teacher is not a Governor;
 - 10.7.2 the Secretary;
 - 10.7.3 the bursar of the School (if other than the Secretary).
- 10.8 The Governors may appoint one or more committees consisting of two or more Governors for the purpose of making any inquiry or supervising or performing any function or duty which in

the opinion of the Governors would be more conveniently undertaken or carried out by a committee and may delegate such powers to any committee so appointed as are appropriate to enable the committee to undertake the functions for which it was appointed. Any committee so appointed shall in the exercise of any powers so delegated conform to any regulations imposed on it by the Governors. The meetings and proceedings of any such committee shall be governed by the provisions of these Articles so far as applicable and so far as not superseded by any regulations made by the Governors. Notwithstanding the foregoing:

- 10.8.1 the Governors may not delegate the exercise of the borrowing powers of the Charity; and
- 10.8.2 all acts and proceedings of any such committee shall be fully and promptly reported to the Governors.
- 10.9 All acts done by a meeting of Governors, or of a committee of Governors, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Governor or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Governor and had been entitled to vote.
- 10.10 The meetings and proceedings of any such committee consisting of two or more members shall be governed mutatis mutandis by the provisions of these articles regulating the meetings and proceedings of the Governors so far as the same are not superseded by any regulations made by the Governors under the last preceding article.
- 10.11 All acts done by any meeting of Governors, or of any committee of the Governors, or by any person acting as a Governor or as a member of any such committee, shall as regards all persons dealing in good faith with the Company, notwithstanding that there was some defect in the appointment of any of the persons acting as aforesaid, or that any such persons were disqualified or had vacated office, or were not entitled to vote, be as valid as if every person had been duly appointed and was qualified and had continued to be a Governor or member of the committee and had been entitled to vote.
- 10.12 A resolution in writing, signed by all the Governors entitled to receive notice of a meeting of Governors or of a committee of Governors, shall be as valid and effective as if it had been passed at a meeting of Governors or (as the case may be) a committee of Governors duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Governors.

10.13 Any bank account in which any part of the assets of the Charity is deposited shall indicate the name of the Charity and shall be operated in accordance with such mandate as the Governors shall determine.

11. SECRETARY

11.1 Unless the Governors shall resolve to the contrary the bursar for the time being of the School shall be appointed as the Secretary. Subject to the provisions of the Act, the Secretary shall be appointed by the Governors for such term, at such remuneration and upon such conditions as they may think fit. Any Secretary so appointed may be removed by the Governors. The Secretary may not be a Governor.

12. MINUTES

- 12.1 The Governors shall keep minutes in books kept for the purpose:
 - 12.1.1 of all appointments of officers made by the Governors; and
 - 12.1.2 of all proceedings at meetings of the Charity and of the Governors and of committees of Governors including the names of the Governors present at each such meeting.

13. THE SEAL

13.1 The Seal shall 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 or by a second Governor.

14. ACCOUNTS

14.1 Accounts shall be prepared in accordance with the provisions of the Act.

15. ANNUAL REPORT

15.1 The Governors shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual report and its transmission to the Commissioners.

16. ANNUAL RETURN

16.1 The Governors shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.

17. NOTICES

17.1 Any notice to be given to or by any person pursuant to these Articles shall be in writing except that a notice calling a meeting of the Governors need not be in writing.

- 17.2 The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity.
- 17.3 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 17.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

18. INDEMNITY

18.1 Subject to the provisions of the Act, every Governor or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

19. RULES

- 19.1 The Governors may from time to time make such rules or bylaws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bylaws regulate:
 - 19.1.1 the admission and retirement of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;

- 19.1.2 the conduct of members of the Charity in relation to one another, and to the Charity's staff;
- 19.1.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
- 19.1.4 the procedure at general meetings and meetings of the Governors and committees of the Governors in so far as such procedure is not regulated by these Articles;
- 19.1.5 the procedure for appointment of Governors in so far as such procedure is not regulated by these Articles;
- 19.1.6 generally, all such matters as are commonly the subject matter of company rules.
- 19.2 The Charity in general meeting shall have power to alter, add to or repeal the rules or bylaws and the Governors shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bylaws, which shall be binding on all members of the Charity Provided that no rule or bylaw shall be inconsistent with, or shall affect or repeal anything contained in, the Charity's Memorandum of Association or in these Articles.