

The Companies Acts 1985 to 2006
Company Limited by Guarantee and not Having a Share Capital

Memorandum
and
Articles of Association
of
UK Sailing Academy

Memorandum of Association of UK Sailing Academy

Name

1. The name of the company is UK Sailing Academy. In this Memorandum and the company's Articles of Association it is called the "Charity".

Registered office

2. The registered office of the Charity is situated in England and Wales.

Objects

3. The Charity is established:-
 - 3.1 To advance the education and physical, mental and spiritual development of children (or young persons under the age of 25) by providing or assisting in providing facilities for training in sailing and seamanship for those who have need of such facilities by reason of poverty or social or economic circumstances (so that they may grow to full maturity as individuals and members of society.)
 - 3.2 To provide or assist in the provision of facilities for the recreation and other leisure time occupation of the general public, and in particular facilities for water sports and outdoor activities in the interests of social welfare and with the object of improving their conditions of life.
 - 3.3 To advance the education of the public in all aspects of maritime activities and in particular in matters relating to
 - (a) the promotion of personal safety
 - (b) the prevention of accident
 - (c) navigation
 - (d) engineering
 - (e) seamanship
 - (f) stability and construction of boats

- (g) communication at sea
 - (h) maritime law
 - (i) business and interpersonal skills
- 3.4 To promote community participation in healthy recreation through the provision of sailing facilities

Powers

4. To further its objects the Charity may:
- 4.1 develop programmes and projects to take sport and leisure activities to such children and to improve the quality of recreation management;
 - 4.2 acquire and adapt the National Sailing Centre for the purposes of the Charity;
 - 4.3 co-ordinate the voluntary effects of charitable institutions or bodies working for the objects of the Charity;
 - 4.4 promote and encourage public interest in the use of facilities established by the Charity for such purposes;
 - 4.5 provide and assist in the provision of money, materials or other help;
 - 4.6 organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
 - 4.7 publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media;
 - 4.8 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;
 - 4.9 provide or procure the provision of counselling and guidance;
 - 4.10 provide or procure the provision of advice;
 - 4.11 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the development and implementation of appropriate policies provided that all such activities shall be conducted on the basis of well-founded, reasoned argument and shall in all other respects be confined to those which an English and Welsh charity may properly undertake;
 - 4.12 enter into contracts to provide services to or on behalf of other bodies;
 - 4.13 acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities;

- 4.14 subject to any consent required by law, dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit;
- 4.15 subject to any consent required by law, borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds;
- 4.16 set aside funds for special purposes or as reserves against future expenditure;
- 4.17 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
- 4.18 delegate the management of investments to a financial expert or experts provided that:
 - 4.18.1 the investment policy is set down in writing for the financial expert or experts by the Trustees;
 - 4.18.2 every transaction is reported promptly to the Trustees;
 - 4.18.3 the performance of the investments is reviewed regularly by the Trustees;
 - 4.18.4 the Trustees are entitled to cancel the delegation arrangement at any time;
 - 4.18.5 the investment policy and the delegation arrangements are reviewed periodically
 - 4.18.6 all payments due to the financial expert or experts are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 4.18.7 the financial expert or experts may not do anything outside the powers of the Trustees;
- 4.19 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert or experts acting under their instructions and pay any reasonable fee required;
- 4.20 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 4.21 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 4.22 subject to the restriction in clause 4.24 raise funds by way of subscription, donation or otherwise;
- 4.23 accept (or disclaim) gifts of money and any other property;

- 4.24 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 4.25 incorporate subsidiary companies to carry on any trade;
- 4.26 subject to clause 5:
 - 4.26.1 engage and pay employees, consultants and professional or other advisers; and
 - 4.26.2 make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants;
- 4.27 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 4.28 become a member, associate or affiliate of or act as Trustee or appoint Trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 4.29 undertake and execute charitable trusts;
- 4.30 amalgamate with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects wholly or in part similar to those of the Charity;
- 4.31 co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them;
- 4.32 pay out of the funds of the Charity the costs of forming and registering the Charity;
- 4.33 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;
- 4.34 provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, including without limitation any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading), provided that any such insurance shall not extend to the provision of any indemnity for a person in respect of:
 - 4.34.1 any act or omission which he or she knew to be a breach of trust or breach of duty or which was committed by him or her in reckless disregard to whether it was a breach of trust or breach of duty or not;
 - 4.34.2 any liability incurred by him or her in defending any criminal proceedings in which he or she is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct by him or her; or

4.34.3 in relation to any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986, any liability to make such a contribution where the basis of the Trustee'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;

and

4.35 do all such other lawful things as shall further the Charity's objects.

5. Limitation on private benefits

5.1 The income and property of the Charity shall be applied solely towards the promotion of its objects as set forth in the Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Charity and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity.

5.2 PROVIDED THAT nothing herein shall prevent any payment in good faith by the Charity:

5.2.1 of payments to any member, Trustee or Connected Person in their capacity as a beneficiary;

5.2.2 any payments made to any Trustee or officer under the indemnity provisions set out at Article 72;

5.2.3 reasonable and proper premiums in respect of indemnity insurance effected in accordance with clause 4.34;

5.2.4 of reasonable and proper remuneration to any member, officer, servant of the Charity (not being a Trustee) or Connected Person for any services rendered to the Charity provided that:

(a) if such person is a Connected Person the procedure described in Article 61 of the Articles (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person; and

(b) this provision may not apply to more than half of the trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee);

5.2.5 of interest on money lent by a member of the Charity or by a Trustee or Connected Person at a rate per annum not exceeding Two per centum less than the base rate prescribed for the time being by the National Westminster Bank PLC, or Three per centum whichever is the greater;

5.2.6 of reasonable and proper rent for premises demised or let by any member of the Charity, Trustee or Connected Person;

- 5.2.7 of fees, remuneration or other benefit in money or money's worth to a company of which a Trustee or Connected Person may be a member holding not more than 1/100th part of the capital of that company;
- 5.2.8 of all usual professional or other charges for work done by any Trustee for the time being hereof being a solicitor or other person engaged in any profession or by his firm when instructed by his co-Trustees so to act in that capacity on behalf of the Charity for which such Trustee shall be entitled to charge and be paid provided that any such Trustee does not attend a meeting at which his own remuneration is discussed;
- 5.2.9 to any Trustee of reasonable out-of-pocket expenses.

Limited liability

6. The liability of the members is limited.
7. Every member of the Charity undertakes to contribute to the assets of the Charity in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Charity contracted before he ceases to be a member, and of costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.

Winding up

8. If upon the winding up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Charity and which shall prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Charity under or by virtue of clause 5 hereof, such institution or institutions to be determined by the members of the Charity at or before the time of dissolution, and if so far as effect cannot be given to such provision, then to some other charitable object.

Definitions

9. Words and phrases used in this Memorandum of Association have the same meanings as are ascribed to them in the Articles of Association of the Charity unless the context otherwise requires.

The Companies Acts 1985 to 2006

Company Limited by Guarantee and not Having a Share Capital

**Articles of Association
of
UK Sailing Academy**

Interpretation

1. In these Articles and the Memorandum the following terms shall have the following meanings:

Term	Meaning
1.1 “address”	includes a number or address used for the purposes of sending or receiving documents by electronic means;
1.2 “annual meeting”	retirement has the meaning given to it in Article 9;
1.3 “Articles”	these Articles of Association of the Charity;
1.4 “Charity”	UK Sailing Academy;
1.5 “circulation date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.6 “clear days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.7 “Companies Acts”	has the meaning given to it in section 2 of the Companies Act 2006;
1.8 “Connected Person”	(a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (c) any company or firm of which a Trustee is a paid director, partner or employee, or

shareholder holding more than 1% of the capital;

- 1.9 **“electronic form”** and **“electronic means”** have the meanings respectively given to them in the Companies Act 2006;
- 1.10 **“financial expert”** an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
- 1.11 **“hard copy”** and **“hard copy form”** have the meanings respectively given to them in the Companies Act 2006;
- 1.12 **“Memorandum”** the Memorandum of Association of the Charity;
- 1.13 **“Secretary”** the secretary of the Charity (if any);
- 1.14 **“Subsidiary Company”** any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company; and
- 1.15 **“Trustee”** and **“Trustees”** the Trustee and Trustees as defined in the Companies Acts.

2. In these Articles and the Memorandum:

- 2.1 Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles became binding on the Charity;
- 2.2 Subject to Article 2.1, any reference in these Articles or the Memorandum to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.

Members

3. The Trustees from time to time shall be the only members of the Charity. A Trustee shall become a member on becoming a Trustee. A member shall cease to be a member if he or she ceases to be a Trustee. Membership shall not be transferable and shall cease on death.

Associate Members

4. The Trustees may establish such classes of associate membership with such description and with such rights and obligations (including without limitation the obligation to pay a subscription) as they think fit and may admit and remove such associate members in accordance with such regulations as the Trustees shall make provided that no such associate members shall be members of the Charity for the purposes of the Articles or the Companies Acts.

Patrons

5. The Trustees may appoint and remove any individual(s) as patron(s) of the Charity and on such terms as they shall think fit. A patron shall have the right to be given notice of, to attend and speak (but not vote) at any members' general meeting of the Charity as if a member and shall also have the right to receive accounts of the Charity when available to members.

Trustees

Number of Trustees

6. There shall be at least four Trustees.

Appointment, retirement, removal and disqualification of Trustees

7. New Trustees shall be appointed by a trustee appointed selection committee who will recommend appointment to the board for approval at the next quarterly board meeting.
8. Each Trustee shall serve an initial term of four years. Re-election may take place at the end of this four-year term for a second term of four years at the annual retirement meeting. After the two four-year terms, if it is agreed that a Trustee brings a specialism and there is a need for them to continue, such Trustee may be appointed for a further 12 month term.

The retirement takes effect at the conclusion of the meeting.

9. The annual retirement meeting shall be the meeting of the Trustees held at least once a year
10. If the retirement of a Trustee under Article 8 causes the number of Trustees to fall below that set out in Article 6 then the retiring Trustee shall remain in office until a new appointment is made.
11. No person may be appointed as a Trustee:
 - 11.1 unless they have attained the age of 18 years; or
 - 11.2 in circumstances such that, had they already been a Trustee, they would have been disqualified from acting under the provisions of the Articles.
12. The office of a Trustee shall be vacated if:
 - 12.1 they cease to be a Trustee by virtue of any provision of the Companies Acts or they become prohibited by law from being a Trustee;
 - 12.2 they are disqualified under the Charities Act 1993 from acting as a Trustee;
 - 12.3 they become bankrupt or make any arrangement or composition with their creditors generally;
 - 12.4 the Trustees reasonably believe they are suffering from mental disorder and incapable

- of acting and they resolve that they be removed from office;
- 12.5 they resign by notice to the Charity (but only if at least three Trustees will remain in office when the notice of resignation is to take effect);
- 12.6 they fail to attend three consecutive meetings of the Trustees and the Trustees resolve that he or she be removed for this reason;
- 12.7 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that they be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees; or
- 12.8 they cease to be a member of the Charity.

Powers of Trustees

13. Subject to the Act, the Memorandum and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Memorandum or Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
14. The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but while there are fewer Trustees than required for a quorum the Trustees may only act for the purpose of increasing the number of Trustees.
15. All acts done by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in his or her appointment or that he or she was disqualified from holding office or had vacated office, be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.
16. Subject to the Articles the Trustees may regulate their proceedings as they think fit.

Chair

17. The Trustees may appoint one of their number to be the chair of the Trustees
18. The set term for the Chair is a maximum of four years .
19. The maximum number of terms that the Chair can serve is three . Only under exceptional circumstances would this be extended and on an annual basis.
20. The Chair's Four-year term commences and usually ends at the point of retirement of the outgoing Chair, which can occur at any point during the year. The formal appointment to the position takes place at the Annual Retirement Meeting of the Trustees (ARM).
21. The Chair can be removed at any point in their term under the articles on a vote of the Board.
22. If an existing trustee is elected as Chair, their current 4-year term will start over from that date.

Delegation of *Trustees'* powers

23. The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
24. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day to day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in these Articles.

Delegation to committees

25. In the case of delegation to committees:
 - 25.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to make co-options up to a specified number);
 - 25.2 the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;
 - 25.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported promptly to the Trustees and for that purpose every committee shall appoint a secretary;
 - 25.4 all delegations under this Article shall be variable or revocable at any time;
 - 25.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
 - 25.6 no committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.
26. For the avoidance of doubt, the Trustees may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee.
27. The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as applicable and not superseded by any regulations made by the Trustees.

Delegation of day to day management powers

28. In the case of delegation of the day to day management of the Charity to a chief executive or other manager or managers:
 - 28.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;

- 28.2 the Trustees shall provide the manager with a description of their role and the extent of their authority; and the manager shall report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts sufficient to explain the financial position of the Charity.

Trustees' meetings

29. Two Trustees may (and the Secretary, if any, shall at the request of two Trustees) call a Trustees' meeting at any time.

Members' general meetings

30. Any two Trustees may (and the Secretary, if any, shall at the request of two Trustees) call a members' general meeting at any time.

Length of notice

31. Subject to Article 27, a members' general meeting shall be called by at least 14 clear days' notice unless the Companies Acts require a longer notice period.
32. A members' general meeting may be called by shorter notice if it is so agreed by a majority of the members having a right to attend and vote at that meeting. Any such majority shall together represent at least 90% of the total voting rights at that meeting of all the members.
33. A Trustees' meeting shall be called by at least seven clear days' notice unless either:-
- 33.1 all the Trustees agree; or
- 33.2 urgent circumstances require shorter notice.

Contents of notice

34. Every notice calling a meeting shall specify the place, day and time of the meeting, whether it is a Trustees' or members' annual general or general meeting, and the general nature of the business to be transacted. If a special resolution is to be proposed at a members' general meeting, the notice shall include the proposed resolution and specify that it is proposed as a special resolution.
35. In every notice calling a members' general meeting of the Charity there must appear with reasonable prominence a statement informing the member of his or her rights to appoint another person as his or her proxy at a members' general meeting.

Service of notice

36. Notice of meetings shall be given to each Trustee and in the case of members' general meetings notice shall also be given to any patron(s) and to the auditors of the Charity.

Manner of serving notice

37. Notice of meetings shall be given in accordance with Articles 67 to 71.

Quorum

38. No business shall be transacted at any meeting unless a quorum is present. At Trustees' meetings three people present in person and entitled to vote shall be a quorum. At members' meetings three people present in person or by proxy an entitled to vote shall be a quorum. If a quorum is not present within half an hour from the time appointed for the meeting, 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 Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

Chair

39. The chair, if any, of the Trustees or in their absence another Trustee nominated by the Trustees present shall preside as chair of each meeting. (For the avoidance of doubt a proxy holder who is not a Trustee shall not be entitled to be appointed chair.)

Adjournment

40. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.
41. When a members' general meeting is adjourned for 14 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.

Voting at *Trustees'* meetings

42. At a Trustees' meeting every person present in person and entitled to vote shall have one vote.
43. A resolution put to the vote of a Trustees' meeting shall be decided on a show of hands.
44. Questions arising at a Trustees' meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair shall be entitled to a casting vote in addition to any other vote he or she may have.

Voting at *members'* general meetings

45. A resolution put to the vote of a members' general 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 Companies Acts, a poll may be demanded:
- 45.1 by the chair; or
- 45.2 by any person who, by virtue of being appointed proxy for one or more members entitled to attend and vote at the meeting, holds two or more votes; or

- 45.3 by at least two members present in person or by proxy and having the right to vote at the meeting; or
- 45.4 by a member or members present in person or by proxy representing at least one-tenth of the total voting rights of all the members having the right to vote at the meeting.
46. Unless a poll is duly demanded a declaration by the chair 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.
47. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
48. A poll shall be taken as the chair directs and they may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
49. A poll demanded on the election of the chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
50. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
51. 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 chair whose decision shall be final and binding.
52. On a show of hands and on a poll every member present in person or by proxy shall have one vote. In the case of an equality of votes, whether on a show of hands or on a poll, the chair shall be entitled to a casting vote in addition to any other vote he or she may have.
53. The appointment of a proxy shall be in such form as is usual or which the Trustees may approve.
54. Unless the appointment of a proxy indicates otherwise, it must be treated as:

- 54.1 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
- 54.2 appointing that person as a proxy in relation to any adjournment of the members' general meeting to which it relates as well as the meeting itself.
- 55. The appointment of a proxy and any authority under which it is executed or a copy of such authority in some way approved by the Trustees may:
 - 55.1 in the case of an instrument in writing be deposited at the registered office of the Charity 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 at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
 - 55.2 in the case of an appointment sent by electronic means, where an address has been specified for the purpose of receiving documents or information by electronic means:
 - 55.2.1 in the notice convening the meeting, or
 - 55.2.2 in any instrument of proxy sent out by the Charity in relation to the meeting, or
 - 55.2.3 in any invitation to appoint a proxy issued by the Charity in relation to the meeting which is sent by electronic means,
 be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;
 - 55.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and at least 24 hours before the time appointed for the taking of the poll; or
 - 55.4 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 chair or to the Secretary (if any) or to any Trustee;

and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.
- 56. An appointment of a proxy may be revoked by delivering to the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates. Attendance by a member in person at a meeting automatically revokes any appointment of a proxy by that member.

Virtual meetings of Trustee

57. A Trustees' meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

Decisions without a meeting

Written *members'* resolutions

58. Subject to Article 54, a written resolution of the members of the Charity passed in accordance with these Articles 53 to 58 shall have effect as if passed by the Charity in a members' general meeting.
- 58.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 58.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as special resolution.
- 58.3 In relation to a resolution proposed as a written resolution of the Charity the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
59. A members' resolution under the Companies Acts removing a Trustee or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
60. A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Acts.
61. A member signifies their agreement to a proposed written resolution when the Charity receives from them an authenticated document identifying the resolution to which it relates and indicating their agreement to the resolution.
- 61.1 If the document is sent to the Charity in hard copy form, it is authenticated if it bears the member's signature.
- 61.2 If the document is sent to the Charity by electronic means, it is authenticated if the identity of the member is confirmed in a manner specified by the Charity or if it is from an email address specified by the member to the Charity for the purposes of receiving documents or information by electronic means.
62. A written resolution is passed when the required majority of eligible members have signified their agreement to it.

63. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

Trustees' decision-making

64. The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
65. The Trustees may take a majority decision without holding a Trustees' meeting if:
- 65.1 a Trustee has become aware of a matter on which the Trustees need to take a decision;
 - 65.2 that Trustee has made the other Trustees aware of the matter and the need for a decision;
 - 65.3 the Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
- a majority of the Trustees indicate their agreement by any means to a particular decision on that matter.

Conflicts of interest

66. Whenever a person has a personal interest in a matter to be discussed at a meeting or in relation to which a decision is proposed to be made in accordance with Article 59 or 60, and whenever a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Charity in relation to a matter to be discussed at a meeting or in accordance with Article 59 or 60, he or she must:
- 66.1 declare an interest before discussion begins on the matter;
 - 66.2 withdraw from that part of the meeting unless expressly invited to remain or decline to participate in any discussion on the matter unless expressly asked to do so;
 - 66.3 in the case of personal interests not be counted in the quorum for that part of the meeting; and
 - 66.4 in the case of personal interests withdraw during the vote and have no vote on the matter.

Register of *trustees'* interests

67. The trustees shall cause to be kept a register of trustees' interests.

Irregularities

68. The proceedings at any meeting or the passing of any resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or

any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless such specification is a requirement of the Companies Acts.

General

Secretary

69. A Secretary may be appointed by the Trustees for such term at such remuneration and upon such conditions as they may think fit, and may be removed by them. If there is no Secretary:
- 69.1 anything authorised or required to be given or sent to, or served on, the Charity by being sent to its Secretary may be given or sent to, or served on, the Charity itself, and if addressed to the Secretary shall be treated as addressed to the Charity; and
- 69.2 anything else required or authorised to be done by or to the Secretary of the Charity may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

Minutes

70. The Trustees shall cause minutes to be made in books kept for the purpose:
- 70.1 of all appointments of officers made by the Trustees;
- 70.2 of all resolutions of the Charity and of the Trustees; and
- 70.3 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;
- and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Charity, be sufficient evidence of the proceedings. The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

Records and accounts

71. The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 1993 as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:
- 71.1 annual reports;
- 71.2 annual returns;
- 71.3 annual statements of account.

Communications by and to the Charity

- 72. Subject to the provisions of the Companies Acts and these Articles:
 - 72.1 a document or information (including any notice) to be given, sent or supplied to any person pursuant to the Articles may be given, sent or supplied in hard copy form or in electronic form;
 - 72.2 a document or information (including any notice) may only be given, sent or supplied in electronic form where the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement.
 - 72.3 Any document or information (including any notice) sent to a member under the Articles may be sent to the member's postal address as shown in the Charity's register of members or (in the case of documents or information sent by electronic means) to an address specified for the purpose by the member.
- 73. Any document to be served on the Charity or on any officer of the Charity under the Articles may only be served:
 - 73.1 in the case of documents in hard copy form, by sending or delivering them to the Charity's registered office or delivering them personally to the officer in question; or
 - 73.2 in the case of documents in electronic form, by sending them by electronic means:
 - 73.2.1 to an address notified to the members for that purpose; and
 - 73.2.2 from an address previously notified to the Charity by the member (other than by electronic means) for the purpose of sending and receiving documents and information.
- 74. A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
- 75. Where a document or information is sent or supplied under the Articles:
 - 75.1 Where the document or information is sent or supplied by post, service or delivery shall be deemed to be effected at the expiration of 48 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such envelope was properly addressed and posted.
 - 75.2 Where the document or information is sent or supplied by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it shall be sufficient to prove that it was properly addressed.
- 76. Where any document or information has been sent or supplied by the Charity by electronic means and the Charity receives notice that the message is undeliverable:

- 76.1 if the document or information has been sent to a member and is notice of a members' general meeting of the Charity or a copy of the annual report and accounts of the Charity, the Charity is under no obligation to send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, but may in its discretion choose to do so; and
- 76.2 in all other cases, the Charity will send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, or in the case of a recipient who is not a member, to the last known postal address for that person.
- 76.3 The date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of hard copies.

Indemnity

77. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity but only to the extent permitted by the Companies Acts; and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity, but only to the extent permitted by the Companies Acts.

Trustees' indemnity insurance

78. The Trustees shall have power to resolve pursuant to clause 4.34 of the Memorandum to effect Trustees' indemnity insurance, despite their interest in such policy.

Winding-up

79. The provisions of clauses 7 and 8 of the Memorandum relating to the winding-up or dissolution of the Charity shall have effect and be observed as if the same were repeated in the Articles.

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