

THE COMPANIES ACTS 1985 to 1989

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF

ENFIELD EDUCATION BUSINESS PARTNERSHIP

(As altered by Special Resolution passed on the 5th day of April 1995)

1. The Company's name is "ENFIELD EDUCATION BUSINESS PARTNERSHIP"
2. The Company's registered office is to be situated in England and Wales.
3. The Company's objects are: -

To advance the education and training of young people who are in full time or part time education in Enfield so that they will be better prepared to proceed to further or higher education or to obtain employment appropriate to their potential, particularly by assisting in the provision of work experience for such persons at local businesses.

To advance education and training by promoting lifelong learning through working with young people and adults who may benefit from additional support during and after their transition to adult / working life.

In furtherance of the above objects but not further or otherwise the Company shall have the following powers: -

- (a) Subject to such consents as may be required by law, to borrow and raise money for the furtherance of the objects of the Company in such manner and on such security as the Company may think fit.
- (b) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise provided that this shall be without prejudice to the ability of the Company to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Company may think fit and provided also that the Company shall not undertake any permanent trading activities in raising funds for the above mentioned charitable objects.
- (c) To lend money and give credit to, to take security for such loans or credit from, and to guarantee and become or give security for the performance of contracts and obligations by, any person or company.
- (d) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, and other negotiable, transferable, or mercantile instruments.



- (e) To subscribe for either absolutely or conditionally or otherwise acquire and hold shares, stocks, debentures, debenture stock or other securities or obligations of any other company.
- (f) To invest the moneys of the Company not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.
- (g) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges and to construct, maintain and alter any buildings or erections which the Company may think necessary for the promotion of its objects.
- (h) Subject to such consents as may be required by law, to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Company with a view to the furtherance of its objects.
- (i) Subject to Clause 4 hereof to employ and pay such architects, surveyors, solicitors and other professional persons, workmen, clerks and other staff as are necessary for the furtherance of the objects of the Company.
- (j) To make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.
- (k) To make payments towards insurance for any Director, officer or Auditor against any liability as is referred to in Section 310(1) of the Act.
- (l) To subscribe to, become a member of, or amalgamate or cooperate with any other charitable organisation, institution, society or body not formed or established for purposes of profit (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are wholly or in part similar to those of the Company and which by its constitution prohibits the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof and to purchase or otherwise acquire and undertake all such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Company of any such charitable organisation, institution, society or body.
- (m) To establish and support or aid the establishment and support of any charitable trusts, associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with or calculated to further any of the objects of the Company.
- (n) To do all or any of the things hereinbefore authorised either alone or in conjunction with any other charitable organisation, institution, society or body with which this Company is authorised to amalgamate.
- (o) To pay all or any expenses incurred in connection with the promotion, formation and

incorporation of the Company.

- (p) To do all such other lawful things as are necessary for the attainment of the above objects or any of them.

Provided that: -

- (a) In case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
  - (b) The objects of the Company shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
  - (c) In case the Company shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Company shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Board of Management or Governing Body of the Company shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts receipts neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Board of Management or Governing Body have been if no incorporation had been effected, and the incorporation of the Company shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Board of Management or Governing Body but they shall as regards any such property be subject jointly and separately to such control or authority as if the Company were not incorporated.
4. The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this 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 members of the Company, and no member of its Board of Management or Governing Body shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company.

Provided that nothing herein shall prevent any payment in good faith by the Company: -

- (a) of reasonable and proper remuneration to any member, officer or servant of the Company (not being a member of its Board of Management or Governing Body) for any services rendered to the Company;
- (b) of interest on money lent by any member of the Company or of its Board of Management or Governing Body at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the Board of Management or Governing Body or 3 per cent whichever is the greater;

- (c) of reasonable and proper rent for premises demised or let by any member of the Company or of its Board of Management or Governing Body;
- (d) of fees, remuneration or other benefit in money or money's worth to any company of which a member of the Board of Management or Governing Body may also be a member holding not more than *1/100th* part of the capital of that company; and
- (e) to any member of its Board of Management or Governing Body of reasonable and proper out-of-pocket expenses.

5. The liability of the members is limited.

6. Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he is a member, or within one year after he ceases to be a member, for payment of the Company's debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

7. If upon the winding-up or dissolution of the Company 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 Company, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Company, 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 Company under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other charitable object.

THE COMPANIES ACTS 1985 - 1989

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

ENFIELD EDUCATION BUSINESS PARTNERSHIP

(As altered by Special Resolution passed on the 5th day of April 1995)

INTERPRETATION

1. In these Articles: -

"the Act" means the Companies Act, 1985, but so that any reference to any provision of the Act shall be deemed to include a reference to any statutory modification or re-enactment of that provision for the time being in force.

"the Board" means the Board of Directors of the Company.

"the seal" means the common seal of the Company.

"secretary" means any person appointed to perform the duties of the secretary of the Company.

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

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

Any words importing the singular number only shall include the plural number and vice versa.

Words importing the masculine gender only shall include the feminine gender and words importing persons shall include corporations.

Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act or any statutory modification or re-enactment thereof for the time being in force.

OBJECTS

2. The Company is established for the objects expressed in the Memorandum of Association.
3. (a) The members of the Company shall be the subscribers to the Memorandum of

Association and such other person: as the Board shall, in their absolute discretion, admit to membership.

(b) The Board may admit duly authorised representatives of societies, associations or other unincorporated bodies to membership provided that such persons have been authorised and a copy of the authorisation has been lodged with the Company in accordance with paragraph (d) below.

(c) No person shall be admitted a member of the Company unless he is approved by the Board. Every person who wishes to become a member shall deliver to the Company an application for membership, in such form, as the Board requires, executed by him.

(d) For the purposes of paragraph (b) above, an unincorporated body shall authorise a person to be its representative and apply for membership of the Company by passing a resolution of its governing body. A written copy of any such resolution shall be lodged with the Company at the same time as the authorised representative lodges an application for membership.

(e) Any authorised representative of an unincorporated body who is a member of the Company shall cease to be a member if the governing body of the unincorporated body which appointed him as its authorised representative shall resolve that such representative shall cease to be its representative. Written notice of any resolution relating to the removal of authorisation of a representative shall be given to the Company forthwith. On receipt of such notice the Company shall record the termination of membership in respect of that person.

(f) An unincorporated body may authorise some other person to be its authorised representative and to apply for membership of the Company in place of any person who ceases to be a member in accordance with paragraph (e) above.

(g) Subject to the Rules and Bye-laws of the Company for the time being in force the membership of the Company shall not, for a longer period than may be necessary, consist of a majority of representatives from local business, or of the local Education Authority, or other Education Institutions.

4. The Board shall have an absolute discretion in determining whether to accept or reject any application for membership and shall not be bound to assign any reason for their decision but nothing herein contained shall entitle the Board to discriminate in any way between applicants by reason of race, colour, creed or sex.

5. (a) Any member may resign from the Company by giving not less than seven days' notice in writing to the Secretary at any time and paying with such notice any sums due in respect of his membership in accordance with any Rules and Bylaws of the company for the time being in force.

(b) Any member may be removed from membership of the Company by a resolution of the Board passed by a majority of at least three-fourths of the Board present and voting at a meeting of the Board of which not less than fourteen days' previous notice specifying the intention to propose such resolution shall have been sent to the member whose removal is

in question and to all the Board. Notice of the general nature of the grounds on which such resolution is proposed shall be sent to the member whose removal is in question at least seven days before the meeting and he shall be entitled to be heard by the Board at the meeting. On a member being removed under this Article he shall forfeit all privileges of membership, but the Board shall return the due proportion (if any) of such member's current subscription having regard to the unexpired period for which it is paid and in accordance with any Rules and Bylaws of the Company for the time being in force.

(c) Notwithstanding the provisions of sub-clause (b) above but subject to any Rules and Bylaws of the Company for the time being in force<sup>1</sup> any member may be removed from the Company by summary notice in writing given by the Board if: -

(i) one annual subscription or any part thereof shall remain due and payable but unpaid to the Company for such period as the Board shall from time to time decide; or

(ii) notice of any resolution, or a petition, to wind up the member is given or, presented or if any member shall be sequestrated or declared bankrupt or become notour bankrupt or sign a trust deed for behoof of his creditors or if a receiver of any member's undertaking property or assets or if a petition is presented for the appointment of an administrator in respect thereof or any part thereof.

## GENERAL MEETINGS

6. Subject to the provisions of any elective resolution of the Company for the time being in force, the Company shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Company and that of the next. Provided that so long as the Company holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place, as the Board shall appoint. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
7. The Board may, whenever they think fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or, in default, may be convened by such requisitionists, as provided by Section 368 of the Act. If at any time there are not within the United Kingdom sufficient members of the Board capable of acting to form a quorum, any member of the Board or any two members of the Company may convene an Extraordinary General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the Board.

## NOTICE OF GENERAL MEETINGS

8. An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of the Company other than an Annual General Meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special

business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Company in general meeting, to such persons as are, under the Articles of the Company, entitled to receive such notices from the Company:

Provided that a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in this Article be deemed to have been duly called if it is so agreed: -

- (a) in the case of a meeting called as the Annual General Meeting, by all the members entitled to attend and vote thereat; and
- (b) in the case of any other meeting, by a majority in number of the members having a right to attend and vote at the meeting, being a majority together representing (subject to the provisions of any elective resolution of the Company for the time being in force) not less than ninetyfour per cent. of the total voting rights at that meeting of all the members.

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

#### PROCEEDINGS AT GENERAL MEETINGS

- 10. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, three members present in person or onefourth of the membership, whichever shall be the greater shall be a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Board may determine.
- 11. The chairman of the Board shall reside as chairman at every General Meeting of the Company, or if there is no such chairman, or if he shall not be present in 15 minutes after the time appointed for the holding of the meeting or is unwilling to act the members of the Board present shall elect one of their number to be chairman of the meeting.
- 12. If at any meeting no member of the Board is willing to act as chairman or if no member of the Board is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairman of the meeting.
- 13. The chairman may, with the consent of any 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 any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 14. At any General Meeting a resolution put to the vote of the meeting shall be decided on a



show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded: -

- (a) by the chairman; or
- (b) by at least two members present in person or by proxy; or
- (c) by any member or members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

Unless a poll be so demanded a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

The demand for a poll may be withdrawn.

- 15. Except as provided in Article 16, if a poll is duly demanded it shall be taken in such manner as the chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 16. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.
- 17. A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.

## VOTES OF MEMBERS

- 18. Subject as hereinafter provided, every member present save the Chairman shall have one vote. On matters affecting a limited and definable category of membership, the Chairman has the discretion to rule that only those Members who would be affected may vote on the issue.
- 19. A member of unsound mind, or in respect of whom an order has been made by any court having jurisdiction in lunacy, may vote, whether on a show of hands or on a poll, by his committee, receiver, curator bonis or other person in the nature of a committee, receiver, or curator bonis appointed by that court, and any such committee, receiver, curator bonis or other person may, on a poll, vote by proxy.
- 20. No member shall be entitled to vote at any General Meeting unless all moneys presently payable by him to the Company have been paid.
- 21. (a) Any member of the Company entitled to attend and vote at a General Meeting shall be

(b) On a poll votes may be given either personally or by proxy.

- “ Limited.

25. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit:-

“ Limited.

I/We \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ being a  
member/members of the above named Company, hereby appoint \_\_\_\_\_ of  
or failing him \_\_\_\_\_ of \_\_\_\_\_ as my/our proxy to vote  
for me/us on my/our behalf at the (Annual or Extraordinary, as the case may be) General  
Meeting of the Company to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, and at any  
adjournment thereof.  
Signed this \_\_\_\_\_ day of \_\_\_\_\_ 19.”

This form is to be used \*in favour of the resolution.  
against

Unless otherwise instructed, the proxy will vote, as he thinks fit.

\*Strike out whichever is not desired."

26. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
27. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity 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 such death, insanity or revocation as aforesaid shall have been received by the Company at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

#### CORPORATIONS ACTING BY REPRESENTATIVES AT MEETINGS

28. Any corporation which is a member of the Company may by resolution of its Board or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which he represents as that corporation could exercise if it were an individual member of the Company.

#### BOARD OF MANAGEMENT

29. The maximum number of the members of the Board shall be determined by the Company in General Meeting, but unless and until so fixed there shall be no maximum number and the minimum number of members of the Board shall be nine consisting of not less than five representatives of local business and not less than four education representatives from the statutory sector, of whom two shall London Borough of Enfield education representatives.
30. The members of the Board shall be paid all reasonable travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Board or any committee of the Board or General Meetings of the Company or in connection with the business of the Company.

#### BORROWING POWERS

31. The Board may exercise all the powers of the Company to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Company or of any third party subject to such consents as may be required by law.

#### POWERS AND DUTIES OF THE BOARD

32. The business of the Company shall be managed by the Board, who may pay all expenses incurred in promoting and registering the Company, and may exercise all such powers of the Company as are not, by the Act or by these Articles, required to be exercised by the Company in General Meeting, subject nevertheless to the provisions of the Act or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may

be prescribed by the Company in General Meeting; but no regulation made by the Company in General Meeting shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.

33. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board shall from time to time by resolution determine.
34. The Board shall cause minutes to be made in books provided for the purpose: -
- (a) of all appointments of officers made by the Board;
  - (b) of the names of the members of the Board present at each meeting of the Board and of any committee of the Board;
  - (c) of all resolutions and proceedings at all meetings of the Company, and of the Board and of committees of the Board.

#### DISQUALIFICATION OF MEMBERS OF THE BOARD

35. The office of member of the Board shall be vacated if the member: -
- (a) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (b) becomes prohibited from being a member of the Board by reason of any order made under any provision of the Act or any other statute or otherwise becomes prohibited by law from being a member of the Board; or
  - (c) becomes incapable by reason of mental disorder, illness or injury of managing and administering his property and affairs; or
  - (d) resigns his office by notice in writing to the Company; or
  - (e) is directly or indirectly interested in any contract with the Company and fails to declare the nature of his interest in manner required by Section 317 of the Act.
36. A member of the Board shall not vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

#### RETIREMENT OF CHAIRMAN AND DEPUTY CHAIRMAN OF THE BOARD

37. (a) At the first Annual General Meeting of the Company and at the Annual General Meeting in every second year following the Deputy Chairman for the time being of the Board shall retire from office.
- (b) At the second Annual General Meeting of the Company and at the Annual General Meeting in every second year following the Chairman for the time being of the Board shall retire from office.

(c) A retiring Chairman and a retiring Deputy Chairman shall be eligible for re-election.

(d) The Company at the meeting at which a Chairman and a Deputy Chairman retire in manner aforesaid may fill the vacated offices by electing persons thereto and in default those persons so retiring shall, if offering themselves for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated offices or unless a resolution for the re-election of such officers shall have been put to the meeting and lost.

#### APPOINTMENT OF DIRECTORS

38. The Board shall have power at any time, and from time to time, to appoint any person to be a member of the Board<sup>1</sup> either to fill a casual vacancy or as an addition to the existing members of the Board, but so that the total number of members of the Board shall not at any time exceed any maximum number fixed in accordance with these Articles.
39. The Company may by ordinary resolution, of which special notice has been given in accordance with Section 379 of the Act, remove any member of the Board before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Company and such member of the Board.
40. The Company may by ordinary resolution appoint another person in place of a member of the Board removed from office under the immediately preceding Article. Without prejudice to the powers of the Board under Article 38 the Company in General Meeting may appoint any person to be a member of the Board either to fill a casual vacancy or as an additional member of the Board.

#### ROTATION OF MEMBERS OF THE BOARD

41. At the first Annual General Meeting of the Company all the members of the Board save for the Chairman and Deputy Chairman of the Board shall retire from office, and at the Annual General Meeting in every subsequent year one-third of the members of the Board for the time being or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.
42. The members of the Board to retire in every year shall be those who have been longest in office since their last election, but as between persons who became members of the Board on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
43. A retiring member of the Board shall be eligible for re-election.
44. The Company at the meeting at which a member of the Board retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring member of the Board shall, if offering himself for re-election, be deemed to have been re-elected<sup>1</sup> unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such member of the Board shall have been put to the meeting and lost.

45. No person other than a member of the Board retiring at the meeting shall unless recommended by the Board be eligible for election to the office of member of the Board at any General Meeting unless, not less than three nor more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the Company notice in writing signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.

#### PROCEEDINGS OF THE BOARD

46. The Board may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Questions arising at any 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. A member of the Board may, and the secretary on the requisition of a member of the Board shall, at any time summon a meeting of the Board. It shall not be necessary to give notice of a meeting of the Board to any member of the Board for the time being absent from the United Kingdom.
47. The quorum necessary for the transaction of the business of the Board may be fixed by the Board, and unless so fixed shall be three or one-third of the number of members of the Board for the time being whichever shall be the greater number.
48. The continuing members of the Board may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to the Articles of the Company as the necessary quorum of members of the Board, the continuing members or member of the Board may act for the purpose of increasing the number of members of the Board to that number, or of summoning a General Meeting of the Company, but for no other purpose.
49. The Board may delegate any of their powers to committees consisting of such majority of members of their body as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board and shall report all acts and proceedings to the Board as soon as is reasonably practicable.
50. A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.
51. A committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
52. All acts done by any meeting of the Board or of a committee of the Board, or by any person acting as a member of the Board, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the Board or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.

53. A resolution in writing, signed by all the members of the Board for the time being entitled to receive notice of a meeting of the Board, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.

#### SECRETARY

54. Subject to Section 13(5) of the Act, the secretary shall be appointed by the Board for such term, at such remuneration and upon such conditions as the Board may think fit; and any secretary so appointed may be removed by it: Provided always that no member of the Board may occupy the salaried position of secretary.
55. A provision of the Act or these Articles requiring or authorising a thing to be done by or to a member of the Board and the secretary shall not be satisfied by its being done by or to the same person acting both as member of the Board and as, or in place of, the secretary.

#### THE SEAL

56. If the Company has a seal the Board shall provide for its safe custody and it shall only be used by the authority of the Board or of a committee of the Board authorised by the Board in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the Board and shall be countersigned by the secretary or by a second member of the Board or by some other person appointed by the Board for the purpose.

#### ACCOUNTS

57. The Board shall cause accounting records to be kept in accordance with the provisions of the Act.
58. The accounting records shall be kept at the registered office of the Company or, subject to the provisions of the Act, at such other place or places as the Board thinks fit, and shall always be open to the inspection of the officers of the Company.
59. The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of members not being members of the Board, and no member (not being a member of the Board) shall have any right of inspecting any account or book or document of the Company except as conferred by statute or authorised by the Board or by the Company in General Meeting.
60. Subject to the provisions of any elective resolution of the Company for the time being in force the Board shall from time to time in accordance with the provisions of the Act, cause to be prepared and to be laid before the Company in General Meeting such profit and loss accounts, balance sheets, group accounts (if any) and reports as are referred to in those provisions.
61. Subject to the provisions of any elective resolution of the Company for the time being in force, a copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Company in General Meeting, together with a copy of the auditor's report, and Board's report, shall not less than twenty-one days before

the date of the meeting be sent to every member of the Company and every person entitled to receive notice of General Meetings of the Company.

62. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act.

## NOTICES

63. A notice may be given by the Company to any member either personally or by sending it by post to him or to his registered address, or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Company for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the expiration of 24 hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
64. Notice of every general meeting shall be given in any manner hereinbefore authorised to: -
- (a) every member except those members who (having no registered address within the United Kingdom) have not supplied to the Company an address within the United Kingdom for the giving of notices to them;
  - (b) every person being a trustee in bankruptcy of a member where the member but for his bankruptcy would be entitled to receive notice of the meeting;
  - (c) the auditors for the time being of the Company; and
  - (d) each member of the Board.

No other person shall be entitled to receive notices of General Meetings.

## DISSOLUTION

65. Clause 7 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in these Articles.

## RULES OR BYE -LAWS

(a) The Board may from time to time make such Rules or Bye Laws as it may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, it may by such Rules or Bye Laws regulate: -

(i) The admission and classification of members of the Company, 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.



(ii) The conduct of members of the Company in relation to one another, and to the Company's servants.

(iii) The setting aside of the whole or any part or parts of the Company's premises at any particular time or times or for any particular purpose or purposes.

(iv) The procedure at general meetings and meetings of the Board and Committees of the Board in so far as such procedure is not regulated by these presents.

(v) And, generally, all such matters as are commonly the subject matter of Company rules.

(b) The Company in General Meeting shall have power to alter or repeal the Rules or Bye Laws and to make additions thereto and the Board shall adopt such means as they deem sufficient to bring to the notice of members of the Company all such Rules or Bye Laws, which so long as they shall be in force, shall be binding on all members of the Company. Provided, nevertheless, that no Rule or Bye Law shall be inconsistent with, or shall affect or repeal anything contained in<sub>1</sub> the Memorandum or Articles of Association of the Company.

#### INDEMNITY

67. (a) Every member of the Board or other officer or Auditor of the Company shall be indemnified out of the assets of the Company against all losses or liabilities which he may sustain or incur in or about the execution of the duties of his office or otherwise in relation thereto, including any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application under Section 727 of the Act in which relief is granted to him by the Court, and no member of the Board or other officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Company in the execution of the duties of his office or in relation thereto. But this Article shall only have effect in so far as its provisions are not avoided by Section 310 of the Act.

(b) The members of the Board shall have power to purchase and maintain for any member of the Board, officer or Auditor of the Company insurance against any such liability as is referred to in Section 310(1) of the Act.