

**THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY GUARANTEE**

REGAIN – The Trust for Sports Tetraplegics (“the Company”)

Company number 02883419

Charity number 1030693

MEMBERS’ WRITTEN RESOLUTIONS

16th January

2019 (“the Circulation Date”)

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolutions be passed as special resolutions of the Company (the “Resolutions”).

1. SPECIAL RESOLUTION in respect of changes to administrative provisions in Articles (but not including proposed changes to the Objects clause)

THAT, the draft articles of association attached to the resolution and, for the purposes of identification, initialled by the Chair, be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the Company’s existing articles of association.

2. SPECIAL RESOLUTION in respect of changes to the Objects of the Company

THAT, subject to the consent of the Charity Commission in respect of the proposed regulated alterations, the new Objects clause produced to the meeting and, for the purposes of identification, initialled by the Chair, be adopted as the new Objects of the Company in substitution for, and to the exclusion of, the Company’s Objects.

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolutions.

The undersigned, being the members entitled to vote on the Resolutions on the Circulation Date, hereby irrevocably agree to the Resolution:

[Handwritten signature]



SIGNED BY



Ben Moorhead

Date 16th January 2019

.....

Date

Lord Ivar Mountbatten

.....

Date.....

Tim Holland

NOTES

1. If you agree with the Resolutions, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods:
 - By Hand or Post: by delivering or returning by post the signed copy to c/o Ben Moorhead, 3 Dorset Rise, Hewitson Moorhead, London, EC4Y 8EN.
 - By sending a scanned copy of the signed document by email to BenMoorhead@hewitsons.com

If you do not agree to the Resolutions, you do not need to do anything: you will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement to the Resolutions, you may not revoke your agreement.
3. Unless, within 28 days of the Circulation Date, sufficient agreement has been received for the Resolutions to pass, they will lapse. If you agree to the Resolutions, please ensure that your agreement reaches us before or on this date.

SIGNED BY

.....
Ben Moorhead


Lord Ivar Mountbatten

Date

Date 17 January 2019 B.

.....
Tim Holland

Date

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Date

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Date.....16th Jan'y 2019

Tim Holland

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MEMORANDUM AND ARTICLES OF ASSOCIATION

OF

REGAIN – THE TRUST FOR SPORTS TETRAPLEGICS

COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE

Articles of Association of
REGAIN – THE TRUST FOR SPORTS TETRAPLEGICS

1. The company's name is Regain – The Trust For Sports Tetraplegics (and in this document it is called the "Charity").

Interpretation

2. In the Articles:

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

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

"Articles" means the Charity's articles of association;

"the Charity" means the company intended to be regulated by the Articles;

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

- 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;

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

"the Trustees" means the Trustees of the Charity. The Trustees are charity trustees as defined by section 177 of the Charities Act 2011;

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

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

"Members" means the subscribers to the Memorandum and any further Members admitted to Membership subsequently under the Articles;

"Memorandum" means the Charity's memorandum of association;

"Objects" means the purposes of the Charity set out in article 4;

"Officers" includes the Trustees and the Secretary (if any);

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

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

“Special Resolution” means resolution passed by a majority of not less than 75%;

“United Kingdom” means Great Britain and Northern Ireland;

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

Unless the context otherwise requires words or expressions contained in the Articles have the same meaning as in the Companies Acts;

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

Liability of Members

3. The liability of the Members is limited to a sum not exceeding £10, being the amount that each Member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a Member or within one year after he, she or it ceases to be a Member, for:
- 3.1 payment of the Charity’s debts and liabilities incurred before he, she or it ceases to be a Member;
 - 3.2 payment of the costs, charges and expenses of winding up; and
 - 3.3 adjustment of the rights of the contributories among themselves;

Objects

4. The Charity’s Objects (‘Objects’) are specifically restricted to the following:
- 4.1 to relieve individuals who, as a result of:
 - (i) an accident whilst engaged in a sporting or leisure activity or
 - (ii) a Road Traffic Accident (RTA), subject to the following restrictions (a) that the Charity, in the opinion of the Trustees, has available funds (b) that the recipient of the grant is currently, or was active, in sports and (c) such RTA grants are limited to a maximum of 4 in any given calendar year.
- have suffered spinal injury, resulting in tetraplegia;
- 4.2 to improve the conditions of life of those individuals who have suffered injuries as defined in 4.1 by the provision of resources or equipment; and
 - 4.3 to advance the education of the public and in particular in the knowledge of spinal injuries which may be suffered by individuals in sporting activities.

Powers

- 5.** The Charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the Charity has power:
- 5.1** Subject to the provisions of applicable data protection legislation, to provide information and advice to governmental and other organisations as well as to individuals in relation to:
 - 5.1.1** the needs of those individuals who have suffered injuries as defined in clause 4.1 of the Objects;
 - 5.1.2** the ways in which modern aids can improve the lives of such individuals and can enable such individuals to use the abilities to the fullest possible extent;
 - 5.1.3** the need for all those involved in sporting activities to be covered by suitable insurance properly to mitigate against the consequences of injuries suffered as defined in clause 4.1 of the Objects; and
 - 5.1.4** the need for measures to be taken to minimise injuries as defined in clause 4.1 of the Objects;
 - 5.2** To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Charity;
 - 5.3** To raise funds. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - 5.4** To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 5.5** To sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
 - 5.6** To borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;
 - 5.7** To co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - 5.8** To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - 5.9** To acquire, merge with or to enter into any partnership or joint venture arrangement with any other Charity;

- 5.10 To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 5.11 To employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Trustee only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- 5.12 To:
 - 5.12.1 deposit or invest funds;
 - 5.12.2 employ a professional fund-manager; and
 - 5.12.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- 5.13 To alter the name of the Charity from time to time subject to the consent of the Charity Commissioners;
- 5.14 To provide indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011; and
- 5.15 To do anything else within the law which promotes or helps to promote the Objects.

6. Application of income and property

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 6.2 A Trustee is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- 6.3 A Trustee may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 6.4 A Trustee may receive an indemnity from the Charity in the circumstances specified in article 46.
- 6.5 A Trustee may not receive any other benefit or payment unless it is authorised by Article 7.
- 6.6 Subject to article 7, none of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member. This does not prevent a Member who is not also a Trustee receiving:

- 6.6.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;
- 6.6.2 reasonable and proper remuneration for any goods or services supplied to the Charity.

7. Benefits and payments to Charity Trustees and connected persons

General Provisions

- 7.1 No Trustee or connected person may:
 - 7.1.1 buy any goods or services from the Charity on terms preferential to those applicable to members of the public;
 - 7.1.2 sell goods, services, or any interest in land to the Charity;
 - 7.1.3 be employed by, or receive any remuneration from, the Charity;
 - 7.1.4 receive any other financial benefit from the Charity; unless:
 - 7.1.4.1 the payment is permitted by article 7.2;
 - 7.1.4.2 the payment is authorised by the court or the Trustees obtain the prior written approval of the Charity Commission and fully comply with any procedures they prescribe.

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

7.2 Scope and powers permitting Trustees' or connected persons' benefits

- 7.2.1 A Trustee or connected person may receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the Trustees do not benefit in this way.
- 7.2.2 A Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.
- 7.2.3 Subject to article 7.3 a Trustee or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the Trustees or connected person.
- 7.2.4 A Trustee or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

- 7.2.5 A Trustee or connected person may receive rent for premises let by the Trustee or connected person to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper and provided that the Trustee concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 7.2.6 A Trustee or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

Payment for supply of goods only – controls

- 7.3 The Charity and its Trustees may only rely upon the authority provided by article 7.2.3 if each of the following conditions is satisfied:

- 7.3.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between
- 7.3.1.1 the Charity or its Trustees (as the case may be); and
 - 7.3.1.2 the Trustee or connected person supplying the goods (“the supplier”) under which the supplier is to supply the goods in question to or on behalf of the Charity;
- 7.3.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question;
- 7.3.3 The other Trustees are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a Trustee or connected person. In reaching that decision the Trustees must balance the advantage of contracting with a Trustee or connected person against the disadvantages of doing so;
- 7.3.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Charity;
- 7.3.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.;
- 7.3.6 The reason for their decision is recorded by the Trustees in the minute book; and
- 7.3.7 A majority of the Trustees then in office are not in receipt of remuneration or payments authorised by article 7.1.

- 7.4 In articles 7.2 and 7.3 “Charity” shall include any company in which the Charity:
- 7.4.1 holds more than 50% of the shares; or
 - 7.4.2 controls more than 50% of the voting rights attached to the shares; or
 - 7.4.3 has the right to appoint one or more Trustees to the board of the company.
- 7.5 In article 7.2 and article 7.3 “connected person” means:
- 7.5.1 a child, parent, grandchild, grandparent, brother or sister of the Trustee;
 - 7.5.2 the spouse or civil partner of the Trustee or of any person falling within article 7.5 above;
 - 7.5.3 a person carrying on business in partnership with the Trustee or with any person falling within article 7.5.1 or 7.5.2 above;
 - 7.5.4 an institution which is controlled –
 - 7.5.4.1 by the Trustee or any connected person falling within article 7.5.1, 7.5.2 or 7.5.3 above; or
 - 7.5.4.2 by two or more persons falling within article 7.5.4.1, when taken together;
 - 7.5.5 a body corporate in which –
 - 7.5.5.1 the Trustee or any connected person falling within articles 7.5.1 to 7.5.2 has a substantial interest; or
 - 7.5.5.2 two or more persons falling within article 7.5.5.1 who, when taken together, have a substantial interest.
- 7.6 Sections 350-352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

Declaration of Trustees’ interests

8. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).
9. **Conflicts of interests and conflicts of loyalties**
- 9.1 If a conflict of interests arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any

other provision in the Articles, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:

- 9.1.1 the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - 9.1.2 the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and
 - 9.1.3 the unconflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.
- 9.2 In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Trustee or to a connected person.

10. Members

- 10.1 The subscribers to the Memorandum and such other persons as are admitted to membership of the Charity shall be the Members of the Charity.
- 10.2 A Member must be a natural person aged 16 years or older.
- 10.3 No one may be admitted as a Member if he or she would be disqualified as a Trustee under the provisions of article 29.
- 10.4 Membership is open to other individuals who:
 - 10.4.1 apply to the Charity in the form required by the Trustees; and
 - 10.4.2 are approved by the Trustees.
- 10.5 The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
 - 10.5.1 The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - 10.5.2 The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representation must be notified to the applicant in writing but shall be final.
- 10.6 Membership is not transferable.
- 10.7 The Trustees must keep a register of names and addresses of the Members.

Termination of Membership

11. Membership is terminated if:

- 11.1 the Member dies or ceases to exist;
- 11.2 the Member resigns by written notice to the Charity unless, after the resignation, there would be less than three Members;
- 11.3 any sum due from the Member to the Charity is not paid in full within six months of it falling due;
- 11.4 the Member is removed from Membership by a unanimous vote of the Trustees that such removal is in the best interests of the Charity, in accordance with Article 29.7;
- 11.5

12. General meetings

- 12.1 The Charity shall hold an annual general meeting each year and not more than fifteen months may elapse between successive annual general meetings.
- 12.2 The annual general meeting shall be held at such time and place as the Board of Trustees shall decide.

13. Notice of general meetings

- 13.1 All general meetings other than annual general meetings shall be called extraordinary general meetings.
- 13.2 The Trustees may call a general meeting at any time.
- 13.3 The minimum periods of notice required to hold a general meeting of the Charity are:
 - 13.3.1 twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - 13.3.2 fourteen clear days for all other general meetings.
- 13.4 A general meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
- 13.5 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of Members to appoint a proxy under section 324 of the Companies Act 2006 and article 19.
- 13.6 The notice must be given to all the Members and to the Trustees and auditors.

- 14.** The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.
- 14.1 No business shall be transacted at any general meeting unless a quorum is present.
- 14.2 A quorum is:
- three Members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting
- .
- 15. If:**
- 15.1.1 a quorum is not present within half an hour from the time appointed for the meeting; or
- 15.1.2 during the meeting a quorum ceases to be present;
- the meeting shall be adjourned to such time and place as the Trustees shall determine.
- 15.2 The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 15.3 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the Members present in person or by proxy at that time shall constitute the quorum for that meeting.
- 16.** General meetings shall be chaired by the person who has been appointed to chair meetings of the Trustees.
- 16.1 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting
- 16.2 If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- 16.3 If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
- 17.** The Members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 17.1 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.

- 17.2 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 17.3 If a meeting is adjourned by a resolution of the Members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
- 18.** Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- 18.1.1 by the person chairing the meeting; or
 - 18.1.2 by at least three Members present in person or by proxy and having the right to vote at the meeting; or
 - 18.1.3 by a Member or Members present in person or by proxy representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.
- 18.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 18.3 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- 18.4 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 18.5 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made
- 18.6 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be Members) and who may fix a time and place for declaring the results of the poll.
- 18.7 In the case of an equality of votes, whether on a show of hands or on a poll, the person chairing the meeting shall be entitled to a casting vote in addition to any other vote he or she may have.
- 18.8 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 18.9 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 18.10 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- 18.11 The poll must be taken within thirty days after it has been demanded.
- 18.12 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

- 18.13 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

19. Content of proxy notices

- 19.1 Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which -
- 19.1.1 states the name and address of the Member appointing the proxy;
 - 19.1.2 identifies the person appointed to be that Member’s proxy and the general meeting in relation to which that person is appointed;
 - 19.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and
 - 19.1.4 is delivered to the Charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- 19.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 19.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions
- 19.4 Unless a proxy notice indicates otherwise, it must be treated as -
- 19.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 19.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- 19.5 Unless otherwise agreed by the Trustees, a proxy notice must be delivered to the Charity at least 24 hours before the meeting to which it relates.
- 19.6 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- 19.7 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 19.8 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

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

20. Written resolutions and voting procedures at general meetings

- 20.1 A resolution in writing agreed by a simple majority (or in the case of a Special Resolution by a majority of not less than 75%) of the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- 20.1.1 a copy of the proposed resolution has been sent to every eligible Member;
 - 20.1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of members had signified its agreement to the resolution; and
 - 20.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 20.2 A resolution in writing may comprise several copies to which one or more Members have signified their agreement.
- 20.3 Every Member shall have one vote.
- 20.4 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

21. Trustees

- 21.1 A Trustee must be a natural person aged 16 years or older.
- 21.2 No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of article 29.
- 21.3 Any individual who becomes a Member under article 10.1 or 10.5 automatically becomes a Trustee.
- 21.4 The number of Trustees shall be not less than three nor more than ten.
- 21.5 The first Trustees shall be those persons notified to Companies House as the first Trustees of the Charity.
- 21.6 A Trustee may not appoint an alternate Trustee or anyone to act on his or her behalf at meetings of the Trustees.
- 21.7 Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a Trustee before he or she may vote at any meeting of the Trustees.

- 21.8 The appointment of a Trustee must not cause the number of Trustees to exceed any number fixed as the maximum number of Trustees.

22. Powers of Trustees

- 22.1 The Trustees shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, the Articles or any Special Resolution.
- 22.2 No alteration of the Articles or any Special Resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- 22.3 Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees

Retirement of Trustees

23.

- 23.1 At each annual general meeting one-third of the Trustees or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office but if there is only one Trustee he or she must not retire.
- 23.2 The Trustees to retire by rotation shall be those who have been longest in office since their last appointment. If any Trustees became or were appointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 23.3 If a Trustee is required to retire at an annual general meeting by a provision of the Articles the retirement shall take effect upon the conclusion of the meeting.
- 23.4 The Members may at any time decide to appoint a new Trustee whether in place of a Trustee who has retired or been removed in accordance with these Articles or as an additional Trustee provided that the limit specified in Article 21.4 shall not be exceeded.
- 23.5 A person so appointed by the Members shall retire in accordance with the provisions of Articles 23.1 and 23.2 and for the avoidance of doubt may be reappointed by the Members at any time.

Appointment of Trustees

24. The Charity may by ordinary resolution:

- 24.1 appoint a person who is willing to act to be a Trustee; and
- 24.2 determine the rotation in which any additional Trustees are to retire.

25. No person other than a Trustee retiring by rotation may be appointed a Trustee at any general meeting unless:

- 25.1 he or she is recommended for re-election by the Trustees; or

- 25.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:
- 25.2.1 is signed by a Member entitled to vote at the meeting;
 - 25.2.2 states the Member's intention to propose the appointment of a person as a Trustee;
 - 25.2.3 contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
 - 25.2.4 is signed by the person who is to be proposed to show his or her willingness to be appointed.
26. All Members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a Trustee other than a Trustee who is to retire by rotation.

27. Trustees' Expenses

The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the Board of Trustees or committees or general meetings or otherwise in connection with the discharge of their duties, but (save in exceptional circumstances with the prior written consent of the commissioners) shall otherwise be paid no remuneration.

28. Trustees' Appointments

Subject to the provisions of the Act, the Board of Trustees may appoint one or more of their number to any unremunerated executive office under the charity. Any such appointment may be made upon such terms as the Board of Trustees determine. Any appointment of a Trustee to an executive office shall terminate if he ceases to be a Trustee.

Disqualification and removal of Trustees

29. A Trustee shall cease to hold office if he or she:
- 29.1 ceases to be a Trustee by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
 - 29.2 is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - 29.3 ceases to be a Member;
 - 29.4 in the written opinion, given to the Charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;
 - 29.5 resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect);

- 29.6 is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated;
- 29.7 is removed by a unanimous vote of all the other Trustees that such removal is in the best interests of the Charity, such removal to take place with immediate effect unless the Trustees otherwise direct; or
- 29.8 is removed from office by virtue of a resolution duly passed by a general meeting of the Charity pursuant to section 303 of the Act.

30. Remuneration of Trustees

The Trustees must not be paid any remuneration unless it is authorised by article 7.

31. Proceedings of Trustees

- 31.1 The Trustees may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 31.2 Any Trustee may call a meeting of the Trustees.
- 31.3 The secretary (if any) must call a meeting of the Trustees if requested to do so by a Trustee.
- 31.4 Questions arising at a meeting shall be decided by a majority of votes
- 31.5 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 31.6 A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.
- 31.7 No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the Trustees in which a participant or participants may communicate with all the other participants.
- 31.8 The quorum shall be three Trustees.
- 31.9 A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.

- 32. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.

33. Appointment of chair

- 33.1 The Trustees shall appoint a Trustee to chair their meetings and may at any time revoke such appointment.

- 33.2 If no-one has been appointed to chair meetings of the Trustees or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 33.3 The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by the Articles or delegated to him or her by the Trustees.

34. Written resolutions of the Board

- 34.1 A resolution in writing or in electronic form agreed by a simple majority of all of the Trustees entitled to receive notice of a meeting of the Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held provided that.
- 34.1.1 a copy of the resolution is sent or submitted to all the Trustees eligible to vote; and
- 34.1.2 a simple majority of Trustees has signified its agreement to the resolution in an authenticated document or docs which are received at the registered office within the period of 28 days beginning with the circulation date.
- 34.2 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Trustees has signified their agreement.

- 35.** If a question arises at a meeting of the Board of Trustees, or of a committee, as to the right of a Trustee to vote, the question may, before the conclusion of the meeting, be referred to the person chairing the meeting and his or her ruling in relation to any Trustee other than him or herself shall be final and conclusive.

36. Bank accounts

36.1 Any bank account in which any part of the assets of the Charity is deposited shall be operated by the Trustees and shall indicate the name of the Charity. Subject to 36.2 all cheques and orders for the payment of money from such account shall be signed by two Trustees.

36.2 The signature/s required for all cheques and orders of the Charity shall be subject to such thresholds and arrangements for signature as the Trustees shall determine from time to time. The Trustees shall review such thresholds and arrangements for signature as regularly as they deem reasonable and in the best interests of the Charity.

37. Delegation

- 37.1 The Trustees may delegate any of their powers or functions to a committee of at least two or more Trustees and such other persons as they think fit but the terms of any delegation must be recorded in the minute book.

37.2 The Trustees may impose conditions when delegating, including the conditions that:

37.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;

37.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.

37.3 The Trustees may revoke or alter a delegation.

37.4 All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

38. Validity of Trustees' decisions

38.1 Subject to article 38.2, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

38.1.1 who was disqualified from holding office;

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

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

if without:

38.1.4 the vote of that Trustee; and

38.1.5 that Trustee being counted in the quorum;

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

38.2 Article 38.1 does not permit a Trustee or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if, but for article 38, the resolution would have been void, or if the Trustee has not complied with article 8.

39. Secretary

Subject to the provisions of the Act, the Secretary shall be appointed by the Board of Trustees for such terms, at such remuneration (if not a Trustee) and upon such conditions as they may think fit, and any secretary so appointed may be removed by them.

40. Minutes

The Trustees must keep minutes of all:

- 40.1 appointments of officers made by the Trustees;
- 40.2 proceedings at meetings of the Charity;
- 40.3 meetings of the Trustees and committees of Trustees including:
 - 40.3.1 the names of the Trustees present at the meeting;
 - 40.3.2 the decisions made at the meetings; and
 - 40.3.3 where appropriate the reasons for the decisions.

41. Accounts

- 41.1 The Trustees must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 41.2 The Trustees must keep accounting records as required by the Companies Act.

42. Annual Report and Return and Register of Charities

- 42.1 The Trustees must comply with the requirements of the Charities Act 2011 with regard to the:
 - 42.1.1 transmission of a copy of the statements of account to the Commission;
 - 42.1.2 preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - 42.1.3 preparation of an Annual Return and its transmission to the Commission.
- 42.2 The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

43. Means of communication to be used

- 43.1 Subject to the articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.
- 43.2 Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.

- 43.3 Any notice to be given to or by any person pursuant to the articles:
- 43.3.1 must be in writing; or
 - 43.3.2 must be given in electronic form.
 - 43.3.3 The Charity may give any notice to a Member either:
 - 43.3.3.1 personally; or
 - 43.3.3.2 by sending it by post in a prepaid envelope addressed to the Member at his or her address; or
 - 43.3.3.3 by leaving it at the address of the Member; or
 - 43.3.3.4 by giving it in electronic form to the Member's address.
 - 43.3.3.5 by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a Charity meeting and must specify the place date and time of the meeting.
- 43.4 A Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 44.** A Member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 44.1 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - 44.2 Proof that an electronic form of notice was given shall be conclusive where the Charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
 - 44.3 In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
 - 44.3.1 48 hours after the envelope containing it was posted; or
 - 44.3.2 in the case of an electronic form of communication, 48 hours after it was sent.
- 45. Indemnity**
- 45.1 The Charity shall indemnify a relevant Trustee against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006
 - 45.2 In this article a 'relevant Trustee' means any Trustee or former Trustee of the Charity.

- 45.3 The Charity may indemnify an auditor against any liability incurred by him or her or it
- 45.3.1 in defending proceedings (whether civil or criminal) in which judgment is given in his or her or its favour or he or she or it is acquitted; or
- 45.3.2 in connection with an application under section 1157 of the Companies Act 2006 (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him or her or it by the Court.]

46. Rules

- 46.1 The Trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.
- 46.2 The bye laws may regulate the following matters but are not restricted to them:
- 46.2.1 the admission of Members and the rights and privileges of such Members, and the entrance fees, subscriptions and other fees or payments to be made by Members;
- 46.2.2 the conduct of Members in relation to one another, and to the Charity's employees and volunteers;
- 46.2.3 the appointment of patrons of the Charity who for the avoidance of doubt may be entitled to attend meetings of the Charity at the invitation of the Trustees but shall not be entitled to a vote;
- 46.2.4 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;
- 46.2.5 the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Companies Acts or by the articles;
- 46.2.6 generally, all such matters as are commonly the subject matter of company rules.
- 46.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 46.4 The Trustees must adopt such means as they think sufficient to bring the rules and bye laws to the notice of Members of the Charity.
- 46.5 The rules or bye laws shall be binding on all Members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Articles.

Disputes

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

48. Dissolution

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

48.1.1 directly for the Objects; or

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

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

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

48.2.1 directly for the Objects; or

48.2.2 by transfer to any Charity or charities for purposes similar to the Objects; or

48.2.3 to any Charity or charities for use for particular purposes that fall within the Objects.

- 48.3** In no circumstances shall the net assets of the Charity be paid to or distributed among the Members and if no resolution in accordance with article 49.1 is passed by the Members or the Trustees the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Commission.