

Company No 4006216

Charity No 1081766

**THE COMPANIES ACTS 1985-2006**

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**COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL**

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**WRITTEN RESOLUTIONS**

**of**

**THE FOYLE FOUNDATION  
(the 'Foundation')**

**(Circulated on 11 September 2008)**

The following written resolutions of the Foundation were passed as special resolutions

**Special Resolutions**

- 1 'That the Foundation's present Memorandum of Association as amended in the form of the document attached to this resolution be approved and adopted and the Foundation's Memorandum of Association be altered accordingly '
- 2 'That the Articles of Association in the form of the document attached to this resolution be approved and adopted as the Articles of Association of the Foundation in substitution for and to the exclusion of the existing Articles of Association of the Foundation '

*Silas Kendall*

Chairman

document number LN38592/20-EU-5187582/1



A56

26/09/2008

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COMPANIES HOUSE

*20*

Company Number: 4006216

The Companies Act 1985 - 2006

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

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WE HEREBY CERTIFY THIS TO BE A  
COMPLETE AND TRUE COPY OF THE  
ORIGINAL

*Witless LP*  
WITHERS LLP 28.9.08  
16 OLD BAILEY  
LONDON EC4M 7EG SOLICITORS

# MEMORANDUM AND ARTICLES OF ASSOCIATION<sup>1</sup>

THE FOYLE FOUNDATION

Incorporated on 26 May 2000

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<sup>1</sup> As amended by Written Resolutions of the Charity passed on 14 January 2002 and on 2008 of

THE COMPANIES ACT 1985 -2006

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF

THE FOYLE FOUNDATION

Name of the Charity

- 1 The Company's name is THE FOYLE FOUNDATION (and in this document it is called 'the Charity')
- 2 The Charity's registered office is to be situated in England and Wales
- 3 The Charity's objects are the promotion of such purpose or purposes as are exclusively charitable according to the laws of England and Wales as the Charity may from time to time decide ('the Objects')
- 4 In furtherance of the Objects but not otherwise the Charity may exercise the following powers
  - (1) 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,
  - (2) to raise funds and to invite and receive contributions provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations,
  - (3) to acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property of any kind,
  - (4) subject to Clause 5 below to employ such staff, who shall not be directors of the Charity (hereinafter referred to as 'the Trustees'), as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants,
  - (5) to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects,

- (6) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them,
  - (7) to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity,
  - (8) to do all such other lawful things as are necessary for the achievement of the Objects,
- 5 The income, property and funds of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Charity Provided that nothing in this document shall prevent any payment in good faith by the Charity
- (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf Provided that at no time shall a majority of the Trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion,
  - (2) of reasonable and proper remuneration for any services rendered to the Charity by any member, advisory committee member, officer or servant of the Charity who is not a trustee,
  - (3) of interest on money lent by any member of the Charity or trustee 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 Trustees,
  - (4) of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company,
  - (5) of reasonable and proper rent for premises demised or let by any member of the Charity or a trustee to the Charity,
  - (6) to any trustee of reasonable out-of-pocket expenses
  - (7) the payment of any premium in respect of any indemnity insurance to cover the liability of the Trustees
    - (1) which by virtue of any rule of law would otherwise attach to any of them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, or

- (2) to make contributions to the assets of the Charity in accordance with the provisions of section 214 of the Insolvency Act 1986

PROVIDED THAT any such insurance in the case of (1) above shall not extend to any claim arising from any act or omission which the relevant Trustee knew to be a breach of trust or breach of duty or which was committed by the Trustee in reckless disregard of whether it was a breach of trust or breach of duty or not AND PROVIDED ALSO THAT any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against a Trustee in his capacity as a Trustee of the Charity, and in the case of (2) above shall not extend to any liability to make such contribution, where the basis of the Trustee's liability is his knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation

- (8) to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required

- 6 The liability of the members is limited
- 7 Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she 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
- 8 If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object

We, the persons whose names and addresses are written below, wish to be formed into a company under this memorandum of association

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Signatures, Names and Addresses of Subscribers

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Silas Krendel  
49 South Lodge  
Circus Road  
London  
NW8 9ET

Clive Howard Eckert  
Gate House  
Sandy Lane  
Northwood  
Middlesex  
HA6 3E5

Michael Gordon Smith  
9 Fournier Street  
Spitalfields  
London  
E1 6QE

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Dated 26 May 2000

Witness to the above Signatures

Sarah Albury  
Serjeants' Inn  
London  
EC4Y 1LT  
Solicitor

THE COMPANIES ACTS 1985 - 2006

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

THE FOYLE FOUNDATION

## INTERPRETATION

1 In these articles

'the Charity' means the company intended to be regulated by these articles,

'the Act' means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force and any provisions of the Companies Act 2006 from time to time in force,

'the articles' means these Articles of Association of the Charity,

'clear days' in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect,

'executed' includes any mode of execution,

'general meeting' means any meeting of the members of the Charity for the time being convened in accordance with the Articles,

'members' and 'membership' refers to legal membership of the Charity for company law purposes,

'the memorandum' means the memorandum of association of the Charity,

'office' means the registered office of the Charity,

'the seal' means the common seal of the Charity if it has one,

'secretary' means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary,

'the Trustees' means the directors of the Charity (and 'trustee' has a corresponding meaning),

'the United Kingdom' means Great Britain and Northern Ireland, and

words importing the masculine gender only shall include the feminine gender

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise bear the same meaning as in the Act

The provisions of Table C shall not apply to the articles except where they are expressly included

## MEMBERS

- 2 (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 70 shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the Trustees
- (2) Unless the Trustees or the Charity in general meeting shall make other provision under Article 70, the Trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the number of members is not less than two

## GENERAL MEETINGS

- 3 The Trustees may call a general meeting at any time and must call a general meeting if they receive a requisition by the members in accordance with the Act

## NOTICE OF GENERAL MEETINGS

- 4 A general meeting must be called by at least 14 clear days' notice
- 5 Subject to the provisions of these articles and the Act, a meeting of the Charity may be called by shorter notice, if so agreed by all the members entitled to attend and vote at that meeting
- 6 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted. The text of all special resolutions to be proposed at the meeting must be set out in the notice
- 7 Subject to the provisions of these articles and to any restrictions imposed on voting, the notice shall be given to the members, the President, Vice-President and any Patron, and to the Trustees and auditors of the Charity
- 8 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

- 9 No business shall be transacted at any meeting unless a quorum is present. Two persons entitled to vote upon the business to be transacted, each being a member or a duly authorised

representative of a member organisation, or one tenth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum

- 10 If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine
- 11 The chairman, if any, of the Trustees or in his absence some other trustee nominated by the Trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman
- 12 If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman
- 13 A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting
- 14 The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice
- 15 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded
  - (1) by the chairman, or
  - (2) by at least two members having the right to vote at the meeting, or
  - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting
- 16 Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact

without proof of the number or proportion of the votes recorded in favour of or against the resolution

- 17 The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made
- 18 A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded
- 19 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have
- 20 A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made
- 21 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken

#### VOTE OF MEMBERS

- 22 Subject to Article 19, every member shall have one vote
- 23 No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid
- 24 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive
- 25 A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll

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

#### OFFICE OF PRESIDENT, VICE-PRESIDENT AND PATRONS

- 27 There may a President, a Vice-President and one or more Patrons of the Charity. These positions shall be honorary and the holders shall not be members of the Charity or Trustees. The holders shall be entitled subject as provided in Article 66 to receive notice and to attend and speak at General Meetings but shall not be entitled to vote at such meetings
- 28 The President, the Vice-President and each of the Patrons shall hold office until he resigns his position by notice in writing delivered to the registered office of the Charity or until he is removed by a resolution passed by three-quarters of the Trustees. A person who has resigned or is removed shall be eligible for re-appointment at a later date
- 29 A President, a Vice-President and Patrons may be appointed at the discretion of the Trustees

#### CHIEF EXECUTIVE

- 30 The Trustees may from time to time appoint a Chief Executive of the Charity for such period and on such terms as they think fit (save as hereinafter provided) and may pay the Chief Executive such reasonable remuneration as the Trustees shall think fit and make such reasonable provision for and grant such pension to the Chief Executive after his retirement as the Trustees shall also think fit,
- 31 The Trustees shall have power to provide for the powers, rights and duties of the Chief Executive (who shall not himself be a trustee), and these may include (but shall not be limited to)
- (1) the supervision of the administrative activities of the Charity,
  - (2) the recruitment and management of staff,
  - (3) the supervision of any premises and contents thereof acquired by or for the purposes of the Charity,
  - (4) the supervision of the expenditure of the Charity,
  - (5) responsibility for fund-raising,
- 32 The Chief Executive (save as hereinafter provided) shall be entitled to receive notice of and to attend and speak at General Meetings and at meetings of the Trustees but he shall by not virtue only of having been appointed to the office of Chief Executive be a member of the Charity and he shall have no right to vote at General Meeting or meetings of the Trustees

- 33 Except at the invitation of the Trustees, the Chief Executive shall not be entitled to attend any General Meetings or meetings of the Trustees at which the terms of his appointment are discussed
- 34 The Chief Executive may be the Secretary of the Charity (subject always to the provisions of Article 59

#### ADVISORY COMMITTEES

- 35 The Trustees shall have power to make Rules or Bye-laws in accordance with Article 70 below for
- (1) the appointment of persons to one or more committees to enable them to participate on an advisory basis in the affairs of the Charity ('an Advisory Committee'),
  - (2) the procedures of each such Advisory Committee in addition to the requirements of Article 37,
  - (3) all (if any) other matters which are relevant to each such Advisory Committee
- 36 An Advisory Committee shall have power to regulate its own meetings and internal procedures so long as such regulations is not in contravention of these Articles or of Rules or Bye-laws made by the Trustees,
- (1) any regulations made by an Advisory Committee under these articles may from time to time be added to, altered or rescinded by the Trustees as the Trustees may think fit
- 37 Each and any Advisory Committee shall cause minutes to be made in books provided for the purpose
- (1) of all appointments made to the Advisory Committee,
  - (2) of the names of the Members of the Advisory Committee present at each meeting of the Advisory Committee, and
  - (3) of all resolutions and proceedings at all meetings of the Advisory Committee

#### TRUSTEES

- 38 The number of Trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum

#### POWERS OF TRUSTEES

- 39 Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the Trustees by the articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.
- 40 In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the Trustees shall have the following powers, namely
- (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity,
  - (2) to enter into contracts on behalf of the Charity

#### APPOINTMENT AND RETIREMENT OF TRUSTEES

- 41 No person shall be appointed or re-appointed a trustee at any general meeting unless
- (1) he is recommended by the Trustees, or
  - (2) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or reappointed, be required to be included in the Charity's register of Trustees together with a notice executed by that person of his willingness to be appointed or re-appointed
- 42 No person may be appointed as a trustee
- (1) unless he has attained the age of 18 years, or
  - (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 46
- 43 Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person who is recommended by the Trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the

intention to propose him at the meeting for appointment or re-appointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Charity's register of Trustees.

- 44 Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional Trustees are to retire.
- 45 The Trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the articles as the maximum number of Trustees. A trustee so appointed shall hold office for such term as the Trustees determine.

#### DISQUALIFICATION AND REMOVAL OF TRUSTEES

- 46 A trustee shall cease to hold office if he
- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision),
  - (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs,
  - (3) resigns his office 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), or
  - (4) is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.

#### TRUSTEES' EXPENSES

- 47 The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.

#### TRUSTEES' APPOINTMENTS

- 48 Subject to the provisions of the Act and to Clause 5 of the memorandum, the Trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the Trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee.

- 49 Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party

#### PROCEEDINGS OF TRUSTEES

- 50 Subject to the provisions of the articles, the Trustees may regulate their proceedings as they think fit. A trustee may, and the secretary at the request of a trustee shall, call a meeting of the Trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.
- 51 The quorum for the transaction of the business of the Trustees may be fixed by the Trustees but shall not be less than one third of their number or two Trustees, whichever is the greater.
- 52 The Trustees may act notwithstanding any vacancies in their number, but, 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.
- 53 The Trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of Trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chairman of the meeting.
- 54 The Trustees may appoint one or more sub-committees consisting of three or more Trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a sub-committee. Provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Trustees.
- 55 All acts done by a meeting of Trustees, or of a committee of Trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
- 56 A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees, shall be as valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees.

- 57 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 Any bank account shall be operated as the Trustees shall determine
- 58 A meeting of the Trustees may be had in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants

#### SECRETARY

- 59 The Charity may have a secretary Any such secretary shall be appointed by the Trustees for such term, at such remuneration (if not a trustee) and upon such conditions as the Trustees may think fit, and any secretary so appointed may be removed by the Trustees

#### MINUTES

- 60 The Trustees shall keep minutes in books kept for the purpose
- (1) of all appointments of officers made by the Trustees, and
  - (2) of all proceedings at meetings of the Charity and of the Trustees and of committees of Trustees including the names of the Trustees present at each such meeting

#### THE SEAL

- 61 The seal shall only be used by the authority of the Trustees or of a committee of Trustees authorised by the Trustees The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee

#### ACCOUNTS

- 62 Accounts shall be prepared in accordance with the provisions of the Act

#### ANNUAL REPORT

- 63 The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners

#### ANNUAL RETURN

- 64 The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners

#### NOTICES

- 65 Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the Trustees need not be in writing
- 66 The Charity may give any notice to a member, the President, the Vice President or any Patron either personally or by sending it by post in a prepaid envelope addressed to him at his registered address or by leaving it at that address. Where the member, President, Vice President or Patron has given to the Charity a fax number or email address to which notices may be sent electronically, the Charity may give a valid notice by means of fax or email. A member, President, Vice President or Patron whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity
- 67 A member, President, Vice President or Patron present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called
- 68 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted

#### INDEMNITY

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

#### RULES

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

- (ii) the conduct of members of the Charity in relation to one another, and to the Charity's employees,
  - (iii) 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,
  - (iv) the procedure at general meetings and meetings of the Trustees and committees of the Trustees in so far as such procedure is not regulated by the articles,
  - (v) generally, all such matters as are commonly the subject matter of company rules
- (2) The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles

#### INSURANCE

- 71 The Trustees may effect policies of insurance to the extent permitted by Clause 5 of the Memorandum

#### APPOINTMENT OF INVESTMENT MANAGER

- 72 The Trustees may appoint as the investment manager for the Charity a person they are satisfied after inquiry is a proper and competent person to act in the capacity and who is either
- (1) an individual of repute with at least fifteen years' experience of investment management who is an authorised person within the meaning of the Financial Services and Markets Act 2000, or
  - (2) a company or firm of repute which is an authorised or exempted person within the meaning of the Financial Services and Markets Act 2000
- 73 The Trustees may delegate to an investment manager so appointed power at his discretion to buy and sell investments for the Charity on behalf of the Trustees in accordance with the investment policy laid down by the Trustees The Trustees may only do so in terms consistent with this clause
- 74 Where the Trustees make any delegation under this clause they shall
- (1) inform the investment manager in writing of the extent of the Charity's investment powers,
  - (2) lay down a detailed investment policy for the Charity and immediately inform the investment manager in writing of it and of any changes to it,

- (3) ensure that the terms of the delegated authority are clearly set out in writing and notified to the investment manager,
- (4) ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and the exercise by him of his delegated authority,
- (5) take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority,
- (6) review the appointment at such intervals not exceeding 24 months as they think fit, and
- (7) pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Trustees shall decide and as are consistent with this clause provided that such remuneration may include commission fees and/or expenses earned by the investment manager if and only to the extent that such commission fees and/or expenses are disclosed to the Trustees

75 Where the Trustees make any delegation under this clause they shall do so on the terms that

- (1) the investment manager shall comply with the terms of his delegated authority,
- (2) the investment manager shall not do anything which the Trustees do not have the power to do,
- (3) the Trustees may with reasonable notice revoke the delegation or vary any of its terms in a way which is consistent with the terms of this clause, and
- (4) the Trustees shall give directions to the investment manager as to the manner in which he is to report to them all sales and purchases of investments made on their behalf

76 The Trustees may

- (1) make such arrangements as they think fit for any investments of the Charity or income from those investments to be held by a corporate body which is incorporated in England or Wales (or which has established a branch or a place of business in England and Wales) as the Trustees' nominee, and
- (2) pay reasonable and proper remuneration to any corporate body acting as the Trustees' nominee in pursuance of this clause

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Signatures, Names and addresses of Subscribers

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Dated 26 May 2000

Witness to the above Signatures

Sarah Albury  
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EC4Y 1LT

Solicitor