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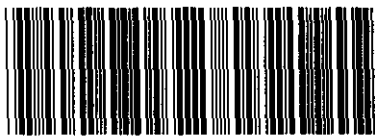
**CERTIFICATE OF INCORPORATION  
OF A PRIVATE LIMITED COMPANY**

Company No. 4273476

The Registrar of Companies for England and Wales hereby certifies that  
THE EDUCATIONAL ALLIANCE AFRICA

is this day incorporated under the Companies Act 1985 as a private  
company and that the company is limited.

Given at Companies House, Cardiff, the 20th August 2001



\*N04273476K\*



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



*Companies House*  
— for the record —

HC007B

Please complete in typescript,  
or in bold black capitals  
CHFP052

## Declaration on application for registration

Company Name in full

THE EDUCATIONAL ALLIANCE  
AFRICA

I, **COMBINED SECRETARIAL SERVICES LIMITED**

of **Victoria House, 64 Paul Street, London EC2A 4NG**

† Please delete as appropriate

*BSS* do solemnly and sincerely declare that I am a ~~person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985~~ and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declarant's signature

*Nicholas*

Authorised Signatory of  
Combined Secretarial Services Limited

Declared at

**33 CRWYS ROAD, CARDIFF, CF24 4YF**

Day Month Year

On

1 16 0 8 2 10 10 1 1

① Please print name.

before me ①

*Douglas Brown*

Signed

*BSS*

Date

16-08-01

† A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address,  
telephone number and, if available,  
a DX number and Exchange of  
the person Companies House should  
contact if there is any query.

**ICC COMPANY FORMATIONS**

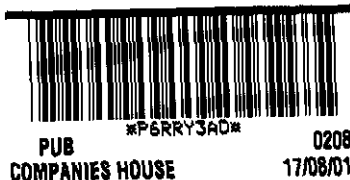
**33 CRWYS ROAD, CARDIFF**

**CF24 4YF**

Tel **029 2066 0360**

DX number **50758**

DX exchange **CARDIFF 2**



Form revised June 1998

When you have completed and signed the form please send it to the  
Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF14 3UZ** DX 33050 Cardiff  
for companies registered in England and Wales

or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

for companies registered in Scotland

**DX 235 Edinburgh**



**Companies House**  
— for the record —

Please complete in typescript,  
or in bold black capitals.

CHFP000

# 30(5)(a)

**Declaration on application for registration of a company  
exempt from the requirement to use the word "limited" or  
"cyfyngedig"**

**Company Name in full**

THE EDUCATIONAL ALLIANCE  
AFRICA

I,

COMBINED SECRETARIAL SERVICES LIMITED

of

VICTORIA HOUSE 64 PAUL STREET LONDON EC2A4NA

† Please delete as appropriate.

†

a [~~Solicitor engaged in the formation of the company~~] [person named as  
director or secretary of the company in the statement delivered under  
section 10 of the Companies Act 1985]† do solemnly and sincerely declare  
that the company complies with the requirements of section 30(3) of the  
Companies Act 1985.

And I make this solemn Declaration conscientiously believing the same to  
be true and by virtue of the Statutory Declarations Act 1835.

**Declarant's signature**

*Michael*

Declared at

33 CRWYS ROAD CARDIFF CF244YF

Day Month Year

on

16 08 2001

• Please print name.

before me •

*Robert Miller*

**Signed**

*R78*

**Date**

16-08-01

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

Please give the name, address,  
telephone number and, if available,  
a DX number and Exchange of  
the person Companies House should  
contact if there is any query.

ICC COMPANY FORMATIONS

33 CRWYS ROAD

CARDIFF CF24 4YF Tel 029 2066 0360

DX number 50758 DX exchange CARDIFF 2



Form revised June 1998

When you have completed and signed the form please send it to the  
Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF4 3UZ** DX 33050 Cardiff  
for companies registered in England and Wales  
or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**  
for companies registered in Scotland DX 235 Edinburgh

Please complete in typescript,  
or in bold black capitals.

CHFP052

Notes on completion appear on final page

First directors and secretary and intended situation of  
registered office

Company Name in full

THE EDUCATIONAL ALLIANCE  
AFRICA

Proposed Registered Office

(PO Box numbers only, are not acceptable)

CRWYS HOUSE

33 CRWYS ROAD

Post town

CARDIFF

County / Region

SOUTH GLAMORGAN

Postcode

CF24 4YF

If the memorandum is delivered by an agent  
for the subscriber(s) of the memorandum  
mark the box opposite and give the agent's  
name and address.

X

Agent's Name

ICC COMPANY FORMATIONS

Address

CRWYS HOUSE

33 CRWYS ROAD

Post town

CARDIFF

County / Region

SOUTH GLAMORGAN

Postcode

CF24 4YF

Number of continuation sheets attached

Please give the name, address,  
telephone number and, if available,  
a DX number and Exchange of  
the person Companies House should  
contact if there is any query.

ICC COMPANY FORMATIONS

CRWYS HOUSE, 33 CRWYS ROAD

CF24 4YF

Tel 029 2066 0360

DX number 50758

DX exchange CARDIFF 2



PUB  
COMPANIES HOUSE

\*P6RRZ3AP\*

0207  
17/08/01

Form revised July 1998

When you have completed and signed the form please send it to the  
Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff  
for companies registered in England and Wales

or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

DX 235 Edinburgh

**Company Secretary** (see notes 1-5)

Company name

**NAME** \*Style / Title

\*Honours etc

\* Voluntary details

Forename(s)

Surname

**COMBINED SECRETARIAL SERVICES LIMITED**

Previous forename(s)

Previous surname(s)

Address

**VICTORIA HOUSE****Usual residential address**

For a corporation, give the registered or principal office address.

**64 PAUL STREET**

Post town

**LONDON**

County / Region

Postcode

**EC2A 4NG**

Country

**U.K.**

I consent to act as secretary of the company named on page 1

**Consent signature**

a. Pawle

**Date**

16-08-01

**Directors** (see notes 1-5)

Please list directors in alphabetical order

**Authorised Signatory of Combined Secretarial Services Limited****NAME** \*Style / Title

\*Honours etc

Forename(s)

Surname

**COMBINED NOMINEES LIMITED**

Previous forename(s)

Previous surname(s)

Address

**VICTORIA HOUSE****Usual residential address**

For a corporation, give the registered or principal office address.

**64 PAUL STREET**

Post town

**LONDON**

County / Region

Postcode

**EC2A 4NG**

Country

**U.K.**

Day Month Year

**Date of birth****Nationality****N/A****Business occupation****N/A****Other directorships****NONE**

I consent to act as director of the company named on page 1

**Consent signature**

a. Pawle

**Date**

16-08-01

**Authorised Signatory of Combined Nominees Limited**

**NAME** \*Style / Title

\*Honours etc

\* Voluntary details

Forename(s)

CITY ROAD REGISTRARS LIMITED

Surname

Previous forename(s)

Previous surname(s)

**Address**

FIELD HOUSE, 72 OLDFIELD ROAD

*Usual residential address*

For a corporation, give the registered or principal office address.

Post town

HAMPTON

County / Region

MIDDLESEX

Postcode

TW12 2HQ

Country

Day Month Year

Date of birth

Nationality

N/A

Business occupation

N/A

Other directorships

NONE

I consent to act as director of the company named on page 1

Consent signature

A. Pawle

Date

16-08-01

Authorised Signatory of Combined Secretarial Services Limited

**This section must be signed by**

*Either*

an agent on behalf of all subscribers

Signed

Date

*Or the subscribers*

Signed

Date

*( i.e those who signed as members on the memorandum of association).*

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

# Directors (continued) (see notes 1-5)

<b>NAME</b>	<b>*Style / Title</b>			<b>*Honours etc</b>		
<small>* Voluntary details</small>	<b>Forename(s)</b>					
	<b>Surname</b>	<b>COMBINED SECRETARIAL SERVICES LIMITED</b>				
	<b>Previous forename(s)</b>					
	<b>Previous surname(s)</b>					
	<b>Address</b>	<b>VICTORIA HOUSE</b>				
<b>Usual residential address</b>		<b>64 PAUL STREET</b>				
<small>For a corporation, give the registered or principal office address.</small>	<b>Post town</b>	<b>LONDON</b>				
	<b>County / Region</b>			<b>Postcode</b>	<b>EC2A 4NG</b>	
	<b>Country</b>	<b>U.K.</b>				
	<b>Date of birth</b>	<small>Day</small>	<small>Month</small>	<small>Year</small>	<b>Nationality</b>	<b>N/A</b>
	<b>Business occupation</b>	<b>N/A</b>				
	<b>Other directorships</b>	<b>NONE</b>				
	I consent to act as director of the company named on page 1					
<b>Consent signature</b>	<b>a. Paul</b>			<b>Date</b>	<b>16-08-01</b>	
	<b>Authorised Signatory of Combined Secretarial Services Limited</b>					

**This section must be signed by**

**Either**

**an agent on behalf  
of all subscribers**

**Signed**

*Eloring*

**Date**

**16-08-01**

**Or the subscribers**

**Signed**

**Date**

**( i.e those who signed  
as members on the  
memorandum of  
association)**

**Signed**

**Date**

**Signed**

**Date**

**Signed**

**Date**

**Signed**

**Date**

**Signed**

**Date**

## Notes

1. Show for an individual the full forename(s) NOT INITIALS and surname together with any previous forename(s) or surname(s).

If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.

Give previous forename(s) or surname(s) except that:

- for a married woman, the name by which she was known before marriage need not be given,
- names not used since the age of 18 or for at least 20 years need not be given.

A peer, or an individual known by a title, may state the title instead of or in addition to the forename(s) and surname and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Address:

Give the usual residential address.

In the case of a corporation or Scottish firm give the registered or principal office.

Subscribers:

The form must be signed personally either by the subscriber(s) or by a person or persons authorised to sign on behalf of the subscriber(s).

2. Directors known by another description:

- A director includes any person who occupies that position even if called by a different name, for example, governor, member of council.

3. Directors details:

- Show for each individual director the director's date of birth, business occupation and nationality.  
The date of birth must be given for every individual director.

4. Other directorships:

- Give the name of every company of which the person concerned is a director or has been a director at any time in the past 5 years. You may exclude a company which either is or at all times during the past 5 years, when the person was a director, was:
  - dormant,
  - a parent company which wholly owned the company making the return,
  - a wholly owned subsidiary of the company making the return, or
  - another wholly owned subsidiary of the same parent company.

If there is insufficient space on the form for other directorships you may use a separate sheet of paper, which should include the company's number and the full name of the director.

5. Use Form 10 continuation sheets or photocopies of page 2 to provide details of joint secretaries or additional directors.



## Model Memorandum & Articles of Association for a Charitable Company

A company is appropriate where an organisation needs corporate status because:

- it is expected to control substantial assets or to employ a large number of staff; or
- it is expected to engage in charitable purposes inevitably involving risks of a commercial nature (for example, continuing business transactions, formal agreements on charitable activities or fundraising) which may lead to large potential financial liabilities.

Please first read our publication "Starting and Registering a Charity" (CC21). The checklist of questions referred to in the publication will help you to decide how best to set up the charity. If you then propose to use this model constitution, please read it through carefully, including the guidance notes on the facing pages.

The model constitution provides a number of alternative clauses. Which clauses you choose will depend on how you wish the charity to be structured and to work. The model is not comprehensive, however, and if you want to include any special or complex provisions which are not contained in the model you should consider asking a solicitor to help you.

When you have completed **this** document please check that you have filled in all the gaps, deleted any clauses which are not appropriate and numbered all the remaining clauses in sequence.

The next steps after having incorporated the company at Companies House and obtained Certificate of Incorporation, will be to send to the Commission:

- completed APP 1 and DEC 1;
- two copies of Memorandum and Articles of Association; and
- a copy of Certificate of Incorporation.

Registration procedure is explained in more detail in our publication "Starting and Registering a Charity".

The Commission cannot guarantee that a proposed organisation which uses a model as its governing document will be accepted as charitable. Every case has to be considered separately.

Charity Commission  
Harmsworth House  
13-15 Bouverie Street  
London  
EC4Y 8DP

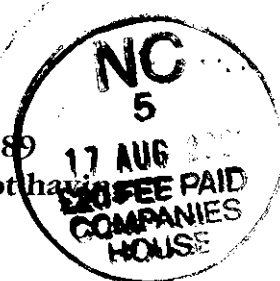
Charity Commission  
2nd Floor  
20 Kings Parade  
Queens Dock  
Liverpool L3 4DQ

Charity Commission  
Woodfield House  
Tangier  
Taunton  
Somerset TA1 4BL

General Enquiries: 0870 3330123

713909

4273476



**The Companies Acts 1985 and 1989  
Company Limited by Guarantee and not having  
a Share Capital**

**Memorandum of Association of**

THE EDUCATIONAL ALLIANCE AFRICA

Insert the name of the Company.

Insert the name of the Company.



**A37  
COMPANIES HOUSE**

**0232  
17/08/01**

Set out the objects clearly and concisely. If the Charity is to operate in a specific area, these details should be inserted here. A local government area is usually the clearest and simplest to adopt.

Include this clause and **any** of the powers from the following sub-clauses which are considered necessary. **Please number them in sequence.**

Include this sub-clause if the Charity will make appeals for money.

Include this sub-clause if the Charity will occupy any property.

Include this sub-clause if the Charity will employ staff.

Most charities including specific powers in their written documents will find it useful to include these two sub-clauses.

1. The Company's name is..... THE EDUCATIONAL 049115  
ALLIANCE AFRICA  
(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 ("the Objects") are... to advance the  
education and training of persons anywhere in the  
world and in particular (but without limitation) those who  
are considered by the directors of the Charity ("the Directors")  
to be less privileged individuals in African countries.
4. In furtherance of the Objects but not otherwise the Charity may exercise the following powers: insert Rider ①
  - (11) 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;
  - (12) 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;
  - (13) to acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;
  - (14) 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;
  - (15) to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;
  - (16) 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;
  - (17) 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;
  - (18) to do all such other lawful things as are necessary for the achievement of the Objects;

**The Companies Acts 1985 and 1989 Company Limited by guarantee and by not having a share capital**

**Memorandum of Association of the Educational Alliance Africa**

**Additions to Clause 4:**

- (1) to promote, provide, and carry on or assist in any way in the promotion, provision and carrying on of concerts, workshops, meetings, conferences, lectures, work placements and training courses;
- (2) to invite and receive contributions of furniture, electrical equipment, outfits, clothing, tools, instruments or books;
- (3) to co-operate with and enter into any interchange of facilities information and benefits with any other charities voluntary bodies or statutory authorities operating in furtherance of the objects of the Charity or similar charitable objects;
- (4) to award scholarships, exhibitions, bursaries or maintenance allowances tenable at any school university or other educational establishment;
- (5) to provide financial assistance, furniture, electrical equipment, outfits, clothing, tools, instruments or books to persons on leaving school, university or other educational establishment to prepare them for or assist their entry into a trade, profession or service;
- (6) to commission, procure, produce, print, publish, distribute and sell all kinds of periodicals, books, articles, leaflets, films, videos, CD Roms, computer programmes, visual and audio aids and other multi media developments which may occur or other informative material relating to the objects of the Charity;
- (7) to advertise in such manner as may be thought expedient with a view to promoting the objects of the Charity;
- (8) to enter into any arrangements with any government department, local authority, university, college, school or other body of persons anywhere in the world which are considered to be conducive to the promotion and attainment of the Charity's objects;
- (9) subject to such consents as may be required by law to borrow or raise money for the purposes of the Charity on such terms and on such security as may be thought fit including making reasonable charges for any services provided hereunder (whether to beneficiaries or not);
- (10) to carry on trade in so far as either the trade is exercised in the course of the actual carrying out of the objects of the Charity or the trade is temporary and ancillary to the carrying out of those objects.

5. The income and property 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, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing in this document shall prevent any payment in good faith by the Charity:

Includes sub-clause (1) only if there is a real need for the trustee body to include a professional person who will charge a fee for his or her professional services.

- (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, 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 Company or a trustee;
- (6) to any trustee of reasonable out-of-pocket expenses.

Re-number sub-clauses (2), (3), (4), (5) and (6) if sub-clause (1) is **not** included.

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.

The persons whose signatures, names, and addresses are written at the end of the Memorandum will be the first members of the Company.


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

Signatures, Names and Addresses of Subscribers

AJAYI DANIEL FASHE



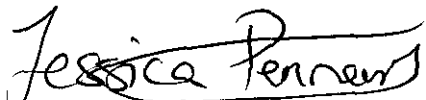
33 NIGHTINGALE HOUSE  
THOMAS MORE STREET  
LONDON E1W 1UA



REV. KOFI AGYEMAN-BADU  
35 VAUGHAN WILLIAMS CLARE  
DEPTFORD  
LONDON SE8 4AW

Dated: 14 AUGUST 2001

Witness to the above Signatures:



Name: JESSICA PENNAUT

Address: 61 BROOK STREET  
LONDON W1K 4BL

Occupation: TRAINEE SOLICITOR

**The Companies Acts 1985 and 1989  
Company Limited by Guarantee and not having a Share  
Capital**

**Articles of Association of**

Insert the name of the Company.

THE EDUCATIONAL ALLIANCE AFRICA

**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;

"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;

"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.

**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 61 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 61, 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 Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next: Provided that so long as the Charity 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 times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

### **Notice of general meetings.**

5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if it is so agreed:
  - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
  - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all the members and to the trustees and auditors.

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

Rider (2)

**THE COMPANIES ACTS 1985 AND 1989  
COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION OF  
THE EDUCATIONAL ALLIANCE AFRICA**

**Clause 7**

No business shall be transacted at any meeting unless a quorum is present. Unless at any time there shall be only one member of the Charity two persons entitled to vote upon the business to be transacted, each being a member shall be a quorum.



## Proceedings at general meetings.

insert Rider (2)

- ~~7. No business shall be transacted at any meeting unless a quorum is present. Ten 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.~~
8. 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.
9. 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.
10. 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.
11. A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
12. 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.
13. 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.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

### **Votes of members.**

20. Subject to Article 17, every member shall have one vote.
21. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
22. 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.
23. 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.
24. 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.

## **Trustees.**

**Note:** The Charity Trustees will be subject to a number of legal duties which are set out in the Commissioners' publication CC3 "Responsibilities of Charity Trustees". All prospective charity trustees should read that publication before taking office.

25. The number of trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
26. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

## **Powers of trustees.**

27. 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.
28. 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.**

29. At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.
30. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

31. If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.
32. No person other than a trustee retiring by rotation shall be appointed or reappointed 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 reappointed.
33. No person may be appointed as a trustee:
  - (1) if they are under the age of 18 years unless the charity is a registered company; or
  - (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38.
34. 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 (other than a trustee retiring by rotation at the meeting) 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 reappointment 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.
35. 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.
36. 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 only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.
37. Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be reappointed.

## **Disqualification and removal of trustees.**

38. 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.**

39. 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.**

40. 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. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.
41. 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.**

42. 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.

43. 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.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.
49. 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. All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

### **Secretary.**

50. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, 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.

### **Minutes.**

51. 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.**

52. 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.**

53. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

### **Annual Report.**

54. The trustees shall comply with their obligations under the Charities Act 1992 (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.**

55. The trustees shall comply with their obligations under the Charities Act 1992 (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.**

56. 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.

57. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity.
58. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
59. 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.**

60. 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.**

61. (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 servants;
  - (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.



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REV. KOFI AGYEMAN-BADU  
39 VAUGHAN WILLIAMS CLOSE  
DOPTFOLD  
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Dated: 14 AUGUST 2001

Witness to the above Signatures:

Name:

JESSICA PENNANT

Address:

61 BROOK STREET  
LONDON W1K 4BL

Occupation:

TRAINEE SOLICITOR