#### THE COMPANIES ACT 1985

#### AND

# THE COMPANIES ACT 1989

# COMPANIES LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

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# MEMORANDUM OF ASSOCIATION

OF

PATH (Scotland) - SC194698

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- 1. The name of the company (hereinafter called "the Association") is PATH (Scotland).
- 2. The registered office will be situated in Scotland.
- 3. The Association is established for the following charitable objects:
  - 3.1 To advance education for the benefit of the public by developing the professional and technical skills in housing and other services of persons aged over 16 who may suffer disadvantage by reason of their colour, race, nationality or ethnic origins.
  - 3.2 The promotion of equality and diversity. This includes the elimination of discrimination.
  - 3.3 In furtherance of the above objects but not further or otherwise, the Association shall have the following powers:
    - a) to appoint trainees and establish training arrangements throughout such purposes as aforesaid might be pursued;
    - b) to promote and organise co-operation in the achievement of the above purposes or any of them;
    - c) to accept subscriptions, bequests and donations (whether heritable real or personal estate) and whether subject to any special Trust or not for all or any of the purposes of the Association. To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise and where appropriate to act as Executor in testamentary estates. The Association shall not undertake permanent trading activities in raising funds for the object of the Association;
    - to purchase or otherwise acquire and take over the whole or any part of the property, assets, liabilities and engagements of any or more companies, Societies, Associations or bodies, which the Association may lawfully acquire, having objects similar to those of the Association and to amalgamate with any such Companies, Societies, Associations or bodies;
    - e) to purchase, take on feu, lease, hire, take in exchange or otherwise acquire any heritable or real or personal property and any rights, privileges or licences necessary, convenient or advantageous for the purposes of the activities of the Association, and to construct, alter and maintain any houses or buildings or other properties acquired for such purposes; and to sell, manage and improve, develop, repair, lease or otherwise let on hire, exchange, mortgage, charge, dispose of or otherwise deal with all or any such property, rights or privileges;
    - f) to procure and provide information;
    - g) to improve, manage, construct, repair, develop or otherwise deal with all or any part of the undertaking, property and rights of the Association;

- h) to sell, feu, let, hire, license, give in exchange or otherwise dispose of all or any part of the undertaking, property and rights of the Association;
- to borrow or raise money and give security for the payment of money by, or the performance of other obligations of, the Association or any other charitable body or charitable purpose;
- j) to make grants or loans (with or without security) to any other charitable body or charitable purpose and to grant guarantees and contract of indemnity on behalf of any such charitable body or charitable purpose:
- to draw, make, accept, endorse, discount, negotiate, execute and issue cheques, bills of exchange, promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments and to operate bank accounts;
- to invest the monies of the Association not immediately required for the purposes of its activities in such investments, securities or property and in such a manner as may be considered advantageous (subject to compliance with any applicable legal requirement) and to dispose of and vary such investments, securities or property;
- m) to employ and remunerate such persons as may from time to time be considered expedient for the furtherance of these objects and to make provisions for pensions and other related benefits for such employees and former employees and the widows and dependents of any such individuals;
- n) to effect insurance against risks of all kinds including, without prejudice to the foregoing generality, such insurance as may lawfully be affected in respect of the liabilities of Directors, Auditors, Secretaries or other Officers of the Association;
- o) to enter into any arrangement or to act in concert with any organisations, government or authority which may be advantageous for the purposes of the activities of the Association and to obtain from any such organisation, government or authority any charter, right, privilege or concession;
- p) to enter into partnership or any other arrangement for sharing profit, co-operation or mutual assistance with any body, whether incorporated or unincorporated;
- q) to promote any private Act of Parliament, provisional order and other authority to enable the Association to alter its constitution or to carry on and achieve the Association's charitable purposes foresaid;
- r) to accept as consideration for any business, property and rights disposed of, any shares, debentures or securities:
- s) to establish and support any Charitable Association or other unincorporated body having objects altogether or in parts similar to those of the Association and to promote any Company or other incorporated body formed for the purpose of carrying on any activity which the association is authorised to carry on;
- t) to assist in the formation of other charitable bodies, corporate or otherwise, and to provide management, administration and financial services to other bodies;
- u) to purchase, amalgamate with or otherwise acquire and take over all or any part, which the Association may lawfully acquire or take over, of the property, assets, liabilities and engagements of any one or more charitable Companies, Societies, Associations or bodies, whether incorporated or not, having objects similar to those of the Association.
- v) to transfer all or any part of the undertaking, property and rights of the Association to any body, incorporated or unincorporated, with which the Association is authorised to amalgamate;
- w) to subscribe and make contributions to or otherwise support charitable bodies, whether incorporated or unincorporated, and to make donations for any purpose connected with the activities of the Association or with the furtherance of its objects;
- x) to print and publish any newspapers, periodicals, books or leaflets necessary or desirable for the promotion of the objects of the Association;
- y) to undertake and execute any charitable trust which may lawfully be undertaken by the Association and may be conducive to its objects;

- z) to manufacture, buy, sell, let on hire, and deal in all articles and commodities, of whatsoever nature as may be deemed suitable or desirable for promoting the objects of the Association;
- aa) to arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes and conferences to further the objects of the Association:
- bb) to pay from the funds of the Association the costs, charges and expenses of and necessary for the formation and registration of the Association;
- cc) to do all such other lawful things as shall further the attainment of any of the objects of the Association:
- dd) to carry on trade insofar as either the trade is exercised in the course of the actual carrying out of the objects of the Association or the trade is ancillary to the carrying out of the said objects and in particular to provide and sell refreshments, printed matter and other commodities where the provision of such commodities is an added attraction and is usual or necessary for the convenience of visitor to premises occupied by the Association in furtherance of its objects;

#### AND so that:

- 1. The objects of the Association shall not extend to impose on or procure to be observed by its members or others any regulation, restriction or condition which if an object of the Association would make it a Trade Union.
- 2. The word "Company" in this clause except where used in reference to the Association, shall be deemed to include any partnership or other body of persons, whether incorporated and whether domiciled in the United Kingdom or elsewhere.
- 3. a) The income and property of the Association shall be applied solely toward the promotion of its objects as set forth in this Memorandum of Association and no part thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus director's fee or otherwise howsoever by way of profit, to the Members of the Association and no Member of the Executive Committee shall be appointed to any office of the Association paid by salary or fees or receive remuneration or other benefit in money or money's worth from the Association.
  - b) Notwithstanding however the terms of Clause 3 a), the Association shall be entitled to:
    - pay reasonable and proper remuneration to any Member, Officer or Employee of the Association (not being a member of the Executive Committee) for any services rendered to the Association;
    - ii) pay any member of the Executive Committee or Member, officer or Employee of the Association out of pocket expenses reasonably incurred on behalf of the Association by such member of the Executive Committee or Member, Officer or Employee of the Association:
    - iii) pay rent at a rate not exceeding the open market rent for the premises let to the Association by any member of the Executive Committee, Member, Officer or Employee of the Association.
  - c) The powers contained in Clause 3 b) may be exercised only on condition that no person shall be entitled to vote on a resolution, nor be in attendance during that part of the meeting concerning his or her own appointment to any office of the Association or any payment made or to be made to him or her by the Association.
- 4. The liability of the Members is limited.
- 5. Every Member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while being a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Association contracted before

ceasing 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, such amount as may be required not exceeding One Pound Sterling.

- 6. a) If on the winding up of the Association any property remains after satisfaction of all the Association's debts and liabilities, such property shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other charitable body or bodies (whether incorporated on unincorporated) whose objects are altogether or in part similar to the objects of the Association and whose constitution restricts the distribution of finances and assets among the members to an extent at least as great as does this Memorandum of Association.
  - b) The body or bodies to which property is transferred in terms of this clause shall be determined by the Members of the Association at or before the time of dissolution or, failing such determination and approval, by such court as may have or may acquire jurisdiction.
  - c) To the extent that effect cannot be given to the provisions of this clause, the relevant property shall be applied to some other charitable object or objects.
- 7. Accounting records shall be kept in accordance with all applicable statutory requirements and such accounting records shall be open to inspection at all times by any member of the Executive Committee of the Association. Once at least in every year, the Accounts of the Association shall be examined by one or more properly qualified auditor or auditors or independent examiner (as the case may be) who shall make a report to the Members on the accounts examined by them on every balance sheet and income and expenditure account, copies of which are to be laid before the Association in general meeting.
- 8. In this Memorandum "charitable", where used in relation to "purposes" and "objects", shall mean "purposes" and "objects" which are charitable under Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which are also regarded as a charitable purpose in relation to the application of the Taxes Acts, and, where used in relation to a "body", shall mean a "body", including a foundation, institution (whether corporate or not) trust or undertaking, on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.

We the subscribers of this Memorandum of Association wish to be formed into a company pursuant to this memorandum.

mm-Venty

Subscribed at Glasgow on the Fourth day of March nineteen hundred and ninety nine by Michael Paul Conboy, 7 Laurieston Gardens, Edinburgh before the witness Martin Verity of 45 Hanover Street, Edinburgh and by Stephen Foster Evans, 7 Blythswood Road, Renfrew before the witness Margaret McVey, 50 Wellington Street, Glasgow.

M.P. Carboy

#### THE COMPANIES ACT 1985

#### AND

# THE COMPANIES ACT 1989

# COMPANIES LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION
OF
PATH (SCOTLAND)

#### INTERPRETATION

# 1. In these Articles:

"the Association" means the above named Company.

"the Act" means the Companies Act 1985, including any statutory modification or reenactment of the provisions thereof.

"the Regulations" means the Charities Accounts (Scotland) Regulations 2006 including any modification and re-enactment of any of the provisions thereof by statute, statutory instrument or otherwise.

"the Articles" means the Articles of the Company.

"the Executive Committee" means the members for the time being of the Executive Committee hereby constituted to act as the Committee of Management or governing body of the Company.

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

"the Auditor" means the person or firm appointed from time to time to act as Auditor of the Company within the provisions of the Act.

"Independent Examiner" means the person so defined by the Regulations.

"clear days" in relation to the period of a notice means that period excluding the day 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.

"office" means the registered office of the Company.

Unless the context otherwise requires, words or expressions contained in these regulations bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these requirements become binding on the Company.

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

- 2. The number of Members with which the Association is registered is unlimited.
- 3. a) There shall be two classes of Members:
  - i) Ordinary Members open to individuals sympathetic to the objects of the Association.
  - ii) Corporate members open to statutory bodies, voluntary or community organisations or any other body (whether incorporated or unincorporated) which support the objects of the Association.
  - b) Each member regardless of category shall have one vote at general meetings of the Association.

- c) The qualification of members regardless of category shall be their due admission as such in Terms of Articles 4 and 5 hereof and their membership shall continue until terminated under one or other of the provisions of Article 6 hereof.
- d) Any organisation or body (whether incorporated or unincorporated) applying for membership as a corporate member and for so long as it remains a member shall nominate in writing a person to act as its representative in applying for membership and in exercising the rights of membership on its behalf, with full power to such organisation at any time to recall its nomination and nominate a new representative.
- 4. Applications for membership shall be in writing and signed by or on behalf of the applicants.
- 5. Membership of the Association shall be open only to those individuals and organisations who are invited by the Executive Committee to subscribe for membership of the Association. The Secretary shall upon the due admission of any applicant by the Executive Committee or in accordance with such delegated procedure as the Executive Committee may from time to time authorize, enter the name of such applicant in the Books of the Association and upon such entry such applicant shall become an Ordinary Member.
- 6. Membership of the Association shall automatically terminate:
  - a) on the death of a Member;
  - b) on the intimation to the Secretary of a Member's wish to resign membership, either immediately or with effect from any later date stated in the intimation;
  - c) if the Executive Committee shall resolve to expel a Member.

No right or privilege of any Member shall in any way be transferable, but all such rights and privileges shall cease upon the Member ceasing to be such whether by death or otherwise.

# **GENERAL MEETINGS**

- 7. The Association shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in the year and shall specify the meeting as such in the notice calling it. Not more than 15 months shall elapse between the date of one Annual General of the Association and that of the next. The Annual General Meeting shall be held at such time and place as the Executive Committee shall appoint.
- 8. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 9. An Extraordinary General Meeting shall be convened by the Executive Committee on requisition by Members under section 368 of the Act or on requisition by a resigning Auditor under Section 391 of the Act.
- 10. Subject to articles 7. and 9. the Executive Committee may convene general meetings whenever they think fit.

#### NOTICE OF GENERAL MEETINGS

- 11. Not less than 14 days written notice (exclusive of the date on which it is posted and the date of the meeting) shall be given to all current Members of all general meetings of the Association.
- 12. A notice convening a meeting shall specify the time and place of the meeting; as a special resolution or extraordinary resolution and shall indicate the general nature of any other business to be transacted at the meeting.

- 13. Notice of every general meeting shall be given to all the Members of the Association; such notice shall be posted to each Member at his or her address as last notified to the Association. Notice of every such general meeting shall also be given to the members of the Executive Committee and to the Auditor for the time being of the Association.
- 14. 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

- 15. All business shall be deemed special that is transacted at an Extraordinary General Meeting, also all that is transacted at an Annual General Meeting with the exception of those items of business detailed in Articles 28, 29 and 30 hereof.
- 16. No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided, a quorum shall be not less than either three current members or one tenth of the current members of the Association, whichever is the greater number personally present. A meeting may be held physically, virtually or via a hybrid method (hybrid being a combination of physical and virtual), all of which will permit those attending to hear and comment on the proceedings during the meeting. Those attending a meeting by such means shall be deemed to be attending in person.
- 17. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day at such other time and place as the Chairperson of the meeting may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 18. The chairperson of the Association, who failing, the Vice-Chairperson, shall preside as Chairperson at every General Meeting of the Association. If neither the Chairperson nor the Vice-Chairperson shall be present and willing to act within 15 minutes after the time appointed or the holding of the meeting, the members present shall choose some other member of the Executive Committee, or if no such member shall be present and willing to act, they shall choose some other attending Member of the Association to act as Chairperson.
- 19. The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 20. At all general meetings a resolution put to the vote of the meetings shall be decided on a show of hands by a majority of the Members present in person and entitled to vote unless (except as regards a resolution for the appointment of the Chairperson or for the adjournment of the meeting, on which a show of hands shall be conclusive) before or upon the declaration of the result of the show of hands a poll shall be demanded by the Chairperson or by at least two Members present in person and entitled to vote or by a Member or Members present in person and representing one-tenth of the voting rights of all the Members having the right to vote at the meeting. Unless a poll be so demanded, a declaration by the Chairperson of the meeting that a resolution has been carried or has been carried unanimously or by a particular majority, or lost, or not carried by a particular majority, shall be conclusive and an entry to that effect in the Minute Book of the Association shall be conclusive evidence thereof without proof of the number or proportion of the votes recorded in favour of or against such resolution.

- 21. If a poll be demanded in manner aforesaid, it shall be taken at such time and place and in such manner as the Chairperson of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 22. In the case of equality of votes, whether on show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.
- 23. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than that upon which a poll has been demanded.
- 24. The proceedings at any general meeting of the Association shall not be invalidated by the subsequent discovery of any defect in the appointment of any representative or in any defect in the qualification of any Member, voting thereat.
- 25. A member of the Executive Committee shall notwithstanding that he or she is not a Member of the Association be entitled to attend and speak at any general meeting.
- 26. No objection may be raised to the validity of any vote except at the meeting at which the vote objected to is tendered; any such objection shall be referred to the Chairperson of the meeting whose decision shall be final and conclusive.
- 27. Every Member of the Association shall have one vote.

#### **OFFICE BEARERS**

- 28. a) The office-bearers for the Association shall be appointed from among the Executive Committee to hold the offices of Chairperson, Vice-Chairperson, Treasurer, and such other office-bearers as the Association may from time to time decide in general meeting, by ordinary resolution.
  - b) The appointment of office-bearers shall be made at a meeting of the Executive Committee as soon as reasonably practicable after the incorporation of the Association and thereafter at a meeting of the Executive Committee held as soon as reasonably practicable after each Annual General Meeting.
  - c) An office-bearer whose period of office expires under Article 29 hereof may be reappointed to such office or any other office providing he or she is willing to act.
  - d) The appointment of any Member as an office-bearer shall terminate automatically when he or she ceases to be a Member of the Association or if he or she resigns from such office by notice to the Association. In the event of the termination of the appointment of an officebearer in terms of this paragraph, the Executive Committee shall, at a meeting held as soon as reasonably practicable after such termination, appoint another member of the Executive Committee to hold such office until the conclusion of the first Annual General Meeting which follows such appointment.
  - e) The office-bearers shall not receive any remuneration for their services, but they shall be entitled to reimbursement of any expenditure reasonably incurred by them in carrying out their duties.
  - f) There shall not be any age limit for office-bearers and accordingly Section 293 of the Act shall not apply.
- 29. At the conclusion of every Annual General Meeting, all the office-bearers shall retire and shall be eligible for reappointment. The business of the Annual General Meeting shall include the following items:
  - a) The presentation of a report on the work done by or under the auspices of the Association, for approval.

- b) The presentation of the audited or independently examined accounts of the Association for the preceding financial year.
- c) A report on the election of members of the Executive Committee.
- d) If appropriate, the appointment of an Auditor or Auditors or the appointment of an Independent Examiner.

#### EXECUTIVE COMMITTEE OF THE ASSOCIATION

- 30. The Executive Committee shall consist of not less than three or more than twelve in number or such other number as may be decided by ordinary resolution at a general meeting of the Association. The members of the Executive Committee shall be elected by ballot from amongst the Members of the Association.
- 31. Unit the first Annual General Meeting of the Association, the Executive Committee shall consist of the subscribers of these Articles of Association and such other persons as shall be acceptable to them and shall have agreed in writing to act in this capacity.
- 32. a) At the first Annual General Meeting of the Association, the original members of the Executive Committee shall retire from office and at each subsequent Annual General Meeting, one third of the elected members of the Executive Committee (nearest round number) shall retire from office but shall all be eligible for reappointment.
  - b) The members of the Executive Committee to retire under Article 32 a) shall be those who have been longest in office since they were last appointed or reappointed; the question of who is to retire between members appointed of reappointed on the same date shall be determined by lot.
- 33. Written notice of nominations for election (other than nominations by the Executive Committee themselves) must have been sent to the Secretary not later than 28 days before the relevant Annual General Meeting. Should the number of nominations exceed the number of vacancies, the Secretary shall within fourteen days notify all Members of the nominations and the election shall be made at the Annual General Meeting by ballot amongst the Members of the Association, in accordance with such arrangements as may be laid down by the Executive Committee from time to time. Such ballot shall be secret if so determined by the Executive Committee or if so requested by at least ten Members of the Association. Those Members unable to attend shall be entitled to a proxy vote. The determination of the Chairperson, who failing, a deputy Chairperson, that a member or members has/have been duly elected shall be final and binding.
- 34. a) Within the membership limits prescribed by Article 30 hereof, the Executive Committee may co-opt additional members to fill vacancies. Such co-opted members shall hold office until the next Annual General Meeting of the Association, when they shall be subject to election as provided in Article 34 hereof.
  - b) The Executive Committee may also co-opt not more than three additional members, who shall be supernumerary to the numbers prescribed in Article 30 hereof, who shall hold office for such period as the Executive Committee may think appropriate, and whose co-option shall be reviewed annually by the Executive Committee as soon as reasonably practicable after each Annual General Meeting of the Association.
  - c) Co-opted members shall have full voting rights.
- 35. In addition to the foregoing retirement provisions, the office of an elected member of the Executive Committee shall be vacated:
  - a) If he or she becomes bankrupt or makes any arrangement or composition with his or her creditors
  - b) If he or she becomes of unsound mind;

- c) If he or she ceases to be a Member of the Association or in the case of an individual who is a representative of an organisation or body under Article 3 (d) hereof, where such nomination is recalled by the organisation;
- d) If by notice in writing to the Association he or she resigns from membership of the Executive Committee
- e) If he or she ceases to hold office by reason of any order made under the Company Directors Disqualification Act 1986; or
- f) If the executive Committee resolves to remove him or her from office.

# POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- 36. The Executive Committee shall be responsible for the carrying out of the policy of the Association, and for the administration, management and control of the affairs and property of do on its behalf all such act as may be exercised and done by the Association, and as are not by statute or by these Articles required to be exercised or done by the Association in general meeting; subject nevertheless to the provisions of the Act or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Association in general meeting. No regulation however, made by the Association in general meeting shall invalidate any prior act of the Executive Committee which would have been valid if that regulation had not been made.
- 37. The Executive Committee shall appoint and employ such officers and staff as they consider necessary and shall (subject to the provisions of the Memorandum of Association) regulate their duties and fix their salaries.
- 38. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for monies paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Executive Committee shall from time to time determine. The Executive Committee may exercise all powers of the Association to borrow money without limit as to amount and upon such terms and in such manner as they think fit to grant any mortgage, charge of standard security over its undertakings and the property or any part thereof and to give security for the payment of money by or the performance of other obligations of the Association or any other body.
- 39. The Executive Committee shall cause Minutes to be made in books provided for the purpose:
  - a) of all appointments of officers and staff made by the Executive Committee
  - b) of the names of the members of the Executive Committee present at each meeting thereof; and
  - c) of all resolutions and proceedings at all meetings of the Executive Committee.
- 40. The Executive Committee shall meet at least four times in each year, and may adjourn and otherwise regulate its meetings as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.
- 41. The quorum necessary for the transaction of business of the Executive Committee shall be three. If the number of members of the Executive Committee is less than the number fixed as the quorum, the continuing members of the Executive Committee may only act for the purpose of filling vacancies or calling a general meeting of the Association.
- 42. The Chairperson, or in his or her absence the Vice-Chairperson, shall preside at meetings of the Executive Committee. In the Absence of both the Chairperson and the Vice-Chairperson, the members of the Executive Committee present shall choose one of their number to chair the meeting.

- 43. The continuing members of the Executive Committee may act notwithstanding any vacancy in their body.
- 44. The Executive Committee shall have power to set up Funding Raising, Audit and Compliance, Remuneration, and Nominations and support committees and such other committees, and working groups as it may think appropriate from time to time, and may determine their terms of reference, powers, duration and composition, and such committee or groups shall be given power to co-opt such additional members as the Executive Committee may determine.
- 45. The Executive Committee (and likewise any subsidiary committee or group) shall have the power to invite to its meetings assessors or other representatives from professional or statutory bodies. Such assessors or representatives may join in the deliberations of the meeting but shall have no voting rights.
- 46. All acts done by any meeting of the Executive Committee or of any subsidiary committee or group, or by any person acting as a member of any of the foregoing, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid, or that he or she was disqualified, be as valid as if every such person had been appointed and was duly qualified to be a member of the relevant committee or group.

# **SECRETARY**

47. The Secretary shall be appointed by the Executive Committee for such term, at such remuneration, and upon such conditions as it may think fit and any Secretary so appointed may be removed by the Executive Committee.

# **ACCOUNTS**

- 48. The Executive Committee shall cause proper books of accounts to be kept with respect to:
  - a) all sums of money received and expended by the Association and the matters in respect of which the receipt and expenditure takes place;
  - b) all sales and purchases of goods by the Association; and
  - c) the assets and liabilities of the Association
  - Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Association's affairs and to explain its transactions and to comply with any applicable requirement of the Act and the Regulations.
- 49. The books of account shall be kept at the registered office of the Association or, subject to Section 222 of the Act, at such other places as the Executive Committee shall think fit, and shall always be open to the inspection of the members of the Executive Committee.
- 50. The Executive Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts and books of the Association shall be open to the inspection of Members not being members of the Executive Committee. No Member, not being a member of the Executive Committee, shall have any right of inspecting any account or books or document of the Association except as conferred by statute or authorised by the Executive Committee or by the Association in general meeting.
- 51. The Executive Committee shall from time to time in accordance with Sections 235 of the Act, cause to be prepared and to be laid before the Association in general meeting such profit and loss accounts, balance sheets and reports as are referred to in this section.
- 52. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Association in general meeting, together with a copy of

the Auditor's report or Independent Examiner's report (as the case may be), shall not less than 14 days before the date of the meeting be sent to all persons entitled under Article 13 to receive notice of such meeting.

- Once at least in every year the accounts of the Association shall be examined and the 53. correctness of the income and expenditure account and the balance sheet ascertained by the Auditor or the Independent Examiner, as the case may be. Unless or until otherwise resolved by the Executive Committee, the accounting year shall run from 1st April to 31st March in the following year.
- The Auditor, if any, shall be appointed and his or her duties regulated in accordance with Sections 384 to 391 to the Act. The Association may take advantage of any exemption from appointing an Auditor available to it under the Act. The Association shall, if it does not appoint an Auditor, appoint instead an Independent Examiner.

#### INDEMNITY

- 55. a) Subject to the provisions of the Act and of the Memorandum of Association, a director, auditor, secretary or other officer of the Association shall be entitled to be indemnified by the Association against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.
  - b) The Executive Committee may from time to time purchase and maintain in force insurance, at the expense of the Association, or the benefit of any member of the Executive Committee, manager or other officer of the Association against any liability which may attach to him or her or loss or expenditure which he or she may incur in relation to anything done or omitted to be done or alleged to have been done or omitted to be done as a member of the Executive Committee, manager or officer.

# DISSOLUTION

Clause 6 of the Memorandum of Association of the Association shall have effect as if the provisions thereof where repeated in these Articles.

Subscribed at Glasgow on the Fourth day of March, Nineteen hundred and ninety-nine by Michael Paul Conboy, 7 Lauriston Gardens, Edinburgh before the witness Martin Verity, 45 Hanover Street, Edinburgh and by Stephen Foster Evans, 7 Blythswood Road, Renfrew before the witness Margaret McVey, 50 Wellington Street, Glasgow.

The amendments to purposes received consent from OSCR, and were unanimously agreed at an

EGM held on 4th June 2018.

Madhu Satsangi Madhu Satsangi, Chair

Najimee Parveen, Company Secretary