

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

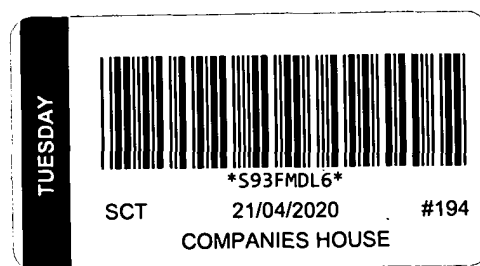
ARTICLES OF ASSOCIATION

OF

**Capital Carers Ltd**

Company No SC 194747

Registered Charity No SCO 27274



**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY GUARANTEE**  
**ARTICLES OF ASSOCIATION**  
**OF**  
**Capital Carers Ltd**

Adopted by special resolution passed on 19 November 2019

**1. Interpretation**

**1.1** In these Articles, unless the context otherwise requires:

**Act:** means the Companies Act 2006;

**Articles:** means the Charity's articles of association for the time being in force;

**Business Day:** means any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in the City of London are generally open for business;

**Charities Act:** means the Charities Act 2011;

**Charity:** means Capital Carers Ltd which is a charitable company regulated by the Articles;

**Circulation Date:** in relation to a written resolution, has the meaning given to it in the Act;

**Clear days:** in relation to a period of notice means a period of days not including the day on which notice was given or deemed to be given and the day for which it is given or on which it is to take effect;

**Connected Person:** means any person falling within one of the following categories:

- a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Director; or
- b) the spouse or civil partner of any person in (a); or
- c) any person who carries on business in partnership with a Director or with any person in (a) or (b); or
- d) an institution which is controlled by either a Director, any person in (a), (b) or (c), or a Director and any person in (a), (b) or (c), taken together;
- e) a corporate body in which a Director or any person in (a), (b) or (c) has a substantial interest, or two or more such persons, taken together, have a substantial interest.

Sections 350 to 352 of the Charities Act apply for the purposes of interpreting the terms used in this Article;

**Director:** means a director of the Charity. The Directors are charity trustees as defined in the Charities Act;

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

**electronic form and electronic means:** have the meaning given to such terms in section 1168 of the Act;

**Financial Expert:** means a person who is reasonably believed by the Directors to be qualified to give advice on investments by reason of his ability in and practical experience of financial and other matters relating to investments;

**Model Articles:** means the model articles for private companies limited by guarantee contained in Schedule 2 to the Companies (Model Articles) Regulations 2008 (*SI 2008/3229*);

**Objects:** means the objects of the Charity as stated in article 2;

**OSCR :** means the Office of the Scottish Charity Regulator

**Special resolution:** has the meaning given in section 283 of the Act;

**United Kingdom:** means Great Britain and Northern Ireland; and

**writing:** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.
- 1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.4 A reference in these Articles to an article is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
  - (a) any subordinate legislation from time to time made under it; and
  - (b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.6 Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7 The Model Articles shall not apply to the Charity.

## **2. Objects**

The purposes for which the Company is established shall be wholly and exclusively charitable.

In particular the purposes of the Company shall be:

To provide services that support unpaid carers, the people that they care for, and the dependents of unpaid carers and / or the people they care for, living in the Edinburgh area, with a particular focus on supporting those living in the City of Edinburgh's North West locality.

- 2.1 Nothing in these Articles shall authorise an application of the property of the Charity for purposes which are not charitable in accordance with any statutory provision regarding the meaning of the word "charitable" or the words "charitable purposes" in force in any part of the United Kingdom.

## **3. Powers**

In pursuance of the Objects, but not further or otherwise, the Charity has the power to:

- (a) accept (or disclaim) any gift of money, legacy or other property;
- (b) raise funds by way of subscription, donation or otherwise;
- (c) trade in the course of carrying out the Objects and carry out any other trade which is not expected to give rise to taxable profits;
- (d) establish or purchase companies to carry on any trade;
- (e) sell, lease or otherwise dispose of all or any part of the Charity's real or personal property and any and all rights of the Charity, subject to such consents as may be required by law;
- (f) borrow or raise money and to give security for money borrowed or grants or other obligations by mortgage, charge, lien or other security on the Charity's property and assets, subject to such consents as may be required by law;
- (g) lend and give credit to, take security for such loans or credit and enter into guarantees or give security for the performance of contracts by any person or company;
- (h) buy, lease, hire or otherwise acquire and deal with any real or personal property and any rights or privileges of any kind over or in respect of any real or personal property and maintain, alter, improve, manage, develop, construct, repair or equip it for use;
- (i) set aside funds for particular purposes or as reserves against future expenditure;

- (j) deposit or invest funds with all the powers of a beneficial owner, but to invest only after obtaining advice from a Financial Expert, having regard to the suitability of investments and the need for diversification;
- (k) delegate the management of investments to a Financial Expert, but only on terms that:
  - (i) the Charity's investment policy is set down in writing by the Directors for the Financial Expert;
  - (ii) all transactions are reported promptly and regularly to the Directors;
  - (iii) investment performance is reviewed regularly with the Directors;
  - (iv) the delegation arrangement may be cancelled by the Directors at any time;
  - (v) a review of the investment policy and the delegation arrangement shall be carried out at least annually;
  - (vi) all payments due to the Financial Expert fall within a scale or a level which is agreed in advance and are notified promptly to the Directors on receipt;
  - (vii) the Financial Expert must not do anything outside the powers of the Charity;
- (l) arrange for the investments or other property of the Charity to be held in the name of a nominee (meaning a corporate body registered or having an established place of business in the United Kingdom) which is either under the control of the Directors or of a Financial Expert acting on their instructions, and to pay any reasonable fee required;
- (m) co-operate with other bodies and to exchange information and advice with them;
- (n) establish or support or aid in the establishment and support of any organisation formed for objects similar to any or all of the Objects;
- (o) enter into partnership or other arrangement with any other body with objects similar to any or all of the Objects;
- (p) acquire, amalgamate or merge with, or undertake all or any of the property, liabilities and engagements of any body with objects similar to any or all of the Objects;
- (q) enter into contracts to provide services to or on behalf of other bodies;
- (r) provide or procure the provision of advice;
- (s) publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes, instructional matter and any other form of information in or on any media;

- (t) promote, undertake and commission research, surveys, studies or other work and to disseminate the useful results;
- (u) subject to article 4.2:
  - (i) employ and remunerate any person or persons as necessary for the proper pursuit of the Objects; and
  - (ii) make reasonable provision for the payment of pensions for employees and their dependents;
- (v) take out such insurance policies as are necessary to protect the Charity;
- (w) provide indemnity insurance for the Directors or any other officer of the Charity in accordance with and subject to the conditions in section 189 of the Charities Act;
- (x) open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- (y) alone or with other organisations, seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations, provided that all such activities are confined to those permitted by law;
- (z) organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
- (aa) provide and assist in the provision of money, materials or other aid;
- (bb) act as trustee and to undertake and execute charitable trusts;
- (cc) amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects similar to the Objects;
- (dd) pay out of the funds of the Charity the costs incurred in connection with the formation and registration of the Charity as a company and as a charity; and
- (ee) do anything lawful which is calculated to further the Objects or is conducive or incidental to doing so.

#### **4. Application of income and property**

4.1 The income and property of the Charity shall only be applied to promote the Objects.

4.2 Except as provided below, no part of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Director of the Charity. This shall not prevent any payment in good faith by the Charity of:

- (a) a benefit to any Director in the capacity of a beneficiary of the Charity;
- (b) reasonable and proper remuneration to any Director for any goods or services supplied to the Charity, provided that article 5 applies;
- (c) reasonable and proper rent for premises demised or let by a Director to the Charity.

## **5. Benefits and payments to Directors and Connected Persons**

### **5.1 A Director:**

- (a) is entitled to be reimbursed reasonable out-of-pocket expenses properly incurred when acting on behalf of the Charity;
- (b) may benefit from trustee indemnity insurance purchased by the Charity in accordance with section 189 of the Charities Act;
- (c) may receive payment under an indemnity from the Charity in the circumstances set out in article 30;
- (d) may not receive any other benefit or payment from the Charity unless it is authorised by this article 5.

### **5.2 Unless the benefit or payment is permitted under article 5.3, no Director or Connected Person may:**

- (a) buy any goods or services from the Charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the Charity;
- (c) be employed by, or receive any remuneration from, the Charity; or
- (d) receive any other financial benefit from the Charity.

### **5.3 A Director or a Connected Person may:**

- (a) receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the Directors do not benefit in this way;
- (b) enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act;
- (c) subject to article 5.4, enter into a contract for the supply of goods to the Charity that are not supplied in connection with services provided to the Charity by the Director or Connected Person;
- (d) receive reasonable and proper rent for premises let to the Charity;

- (e) receive interest at a reasonable and proper rate on money lent to the Charity;
- (f) take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public; and
- (g) receive or retain any payment for which prior written authorisation has been obtained from the Commission.

5.4 The Charity and its Directors may only rely upon the authority provided by article 5.3(c) if each of the following conditions is satisfied:

- (a) the amount or maximum amount of the payment for the goods:
  - (i) is set out in an agreement in writing between the Charity and the Director or Connected Person supplying the goods (the Supplier) under which the Supplier is to supply the goods in question to the Charity;
  - (ii) does not exceed what is reasonable in the circumstances for the supply of the goods in question;
- (b) the other Directors are satisfied that it is in the best interests of the Charity to contract with the Supplier rather than someone who is not a Director or Connected Person. In reaching that decision, which must be recorded in the minutes of the meeting, the Directors must balance the advantages of contracting with a Director against the disadvantages of doing so;
- (c) the Supplier:
  - (i) is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with regard to the supply of goods to the Charity by them;
  - (ii) does not vote on any such matter and is not counted when calculating whether a quorum of Directors is present at the meeting; and
- (d) a majority of the Directors then in office are not in receipt of remuneration or payments authorised by article 5.

5.5 In article 5.3 and article 5.4, the "Charity" includes any company in which the Charity:

- (a) holds more than 50% of the shares; or
- (b) controls more than 50% of the voting rights attached to the shares; or
- (c) has the right to appoint one or more Directors to the company.

5.6 A Director's duty under the Act to avoid a conflict of interest with the Charity does not apply to any transaction authorised by this article 5.

## **6. Winding up**

- 6.1 On the winding up or dissolution of the Charity, after provision has been made for all its debts and liabilities, any assets or property that remain (the Charity's remaining assets) shall not be paid or distributed to the Directors but shall be applied or transferred:
- (a) directly for one or more of the Objects;
  - (b) to any charity or charities for purposes similar to the Objects; or
  - (c) to any charity or charities for particular purposes falling within the Objects.
- 6.2 The decision on who is to benefit from the Charity's remaining assets, pursuant to article 6.1, may be made by resolution of the Directors at or before the time of winding up or dissolution and may be made by resolution of the Directors at or before the time of winding up or dissolution and may be made by resolution of the Directors at or before the time of the winding up or dissolution.
- 6.3 In the event that no resolution is passed by the Directors in accordance with this Article, the Charity's remaining assets shall be applied for charitable purposes as directed by the court or the Office of the Scottish Charity Regulator.

## **7. Liability of Directors**

The liability of each Director is limited to £1, being the amount that each Director undertakes to contribute to the assets of the Charity in the event of its being wound up while they are a Director or within one year after they cease to be a Director, for:

- (a) payment of the Charity's debts and liabilities contracted before they cease to be a Member,
- (b) payment of the costs, charges and expenses of the winding up, and
- (c) adjustment of the rights of the contributories among themselves.

## **8. Annual general meetings**

- 8.1 The Charity shall hold an annual general meeting each year with not more than 15 months elapsing between successive annual general meetings.
- 8.2 Each notice calling an annual general meeting shall specify the meeting as such and each annual general meeting shall take place at such time and place as the Directors shall think fit.
- 8.3 The business at an annual general meeting shall include:
- (a) the consideration of the accounts, balance sheets, reports of the Directors and auditors;

- (b) the retirement, appointment or re-appointment of Directors in accordance with article 15.1 to article 15.4; and
- (c) the appointment of the auditors.

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

- 9.1 General meetings, including the annual general meeting, are called on a minimum of 21 clear days' notice.
- 9.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted.
- 9.3 The notice shall be given to:
  - (a) each Director; and
  - (b) the auditor for the time being of the Charity.
- 9.4 Proceedings at a general meeting shall not be invalidated because a person entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

## **10. Proceedings at general meetings**

- 10.1 Every general meeting of the Charity shall have a chair:
  - (a) The chair of Directors shall chair general meetings of the Charity or, if the chair of Directors is absent, the vice-chair of Directors shall act as chair.
  - (b) If neither the chair nor the vice-chair of Directors is present within 15 minutes of the time appointed for the meeting, a Director elected by the Directors present shall chair the meeting.
- 10.2 No business shall be transacted at any general meeting unless a quorum is present.
- 10.3 A quorum is:
  - (a) 3 Directors who are present in person or through their duly authorised representatives and who are entitled to vote on the business to be conducted at the meeting; or
- 10.4 If within 30 minutes from the time appointed for the meeting a quorum is not present, or if during the meeting a quorum ceases to be present, the meeting shall be adjourned until such other date, time and place as the Directors shall determine. The chair of a general meeting may adjourn such a meeting when a quorum is present, if the meeting

consents to an adjournment, and shall adjourn such a meeting if directed to do so by the meeting. The chair shall specify either that the meeting:

- (a) is to be adjourned to a particular date, time and place; or
- (b) shall be adjourned to a date, time and place to be appointed by the Directors;

and shall have regard to any directions as to date, time and place which have been given by the meeting.

- 10.5 If the meeting is adjourned until more than 14 days after the date on which it was adjourned, the Charity shall give at least seven clear days' notice of it to the same persons to whom notice of the Charity's general meetings is required to be given and containing the same information which such notice is required to contain.
- 10.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 10.7 A vote on a resolution proposed at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded.
- 10.8 Any objection to the qualification of any voter must be raised 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 such objection must be referred to the chair of the meeting whose decision is final.
- 10.9 Unless a poll is demanded, the declaration of the chair of the result of the vote and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact and the number or proportion of votes cast in favour or against need not be recorded.
- 10.10 A poll may be demanded by:
  - (a) the chair of the meeting;
  - (b) the Directors.
- 10.11 A demand for a poll may be withdrawn if:
  - (a) the poll has not yet been taken, and
  - (b) the chair of the meeting consents to the withdrawal.
- 10.12 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

- 10.13 Otherwise, a poll demanded must be taken either immediately or at such time and place as the chair of the meeting directs, provided that it is taken within 14 days after it was demanded. If not taken immediately, either the time and place at which it is to be taken shall be announced at the meeting at which it was demanded or at least [seven] clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 10.14 The poll shall be conducted in such manner as the chair directs and the chair may fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 10.15 If a poll is demanded, this shall not prevent the meeting from continuing to deal with any other business that may be conducted at the meeting.

## **11. Proxies**

- 11.1 Proxy votes are not permitted. Only those Directors present at a meeting are allowed to vote.

## **12. Directors**

- 12.1 Unless otherwise determined by ordinary resolution, the number of Directors shall not be subject to any maximum but shall not be less than three.
- 12.2 The first Directors shall be those persons whose names are notified to Companies House as the first Directors on incorporation.
- 12.3 A Director may not appoint an alternate Director or anyone to act on their behalf at meetings of the Directors.

## **13. Powers of Directors**

- 13.1 Subject to the provisions of the Act, the Articles and any special resolution, the Directors shall be responsible for the management of the Charity's business and may exercise all the powers of the Charity for that purpose.
- 13.2 No alteration of the Articles or any special resolution shall invalidate any prior act of the Directors.
- 13.3 A meeting of the Directors at which a quorum is present may exercise all the powers exercisable by the Directors.

#### **14. Appointment of Directors**

- 14.1 Any person who is willing to act as a Director, and who is permitted by law to do so, may be appointed to be a Director.

#### **15. Retirement of Directors**

- 15.1 At every annual general meeting the following Directors shall retire from office, but may, subject to this article 15, offer themselves for reappointment.:

- (a) one-third, or, if their number is not divisible by three, the number nearest to one-third, of the Directors who are to retire by rotation.

- 15.2 No Director shall serve for more than nine consecutive years, unless the Directors consider it would be in the best interests of the Charity for a particular Director to continue to serve beyond that period and that Director is reappointed in accordance with the Articles.

- 15.3 If a Director is required to retire at an annual general meeting by a provision of the Articles the retirement shall take effect upon the conclusion of the meeting.

#### **16. Disqualification and removal of Directors**

A Director shall cease to hold office if they:

- (a) are removed by ordinary resolution of the Charity pursuant to the Act;
- (b) cease to be a Director by virtue of any provision in the Act or are prohibited by law from being a Director;
- (c) are disqualified from acting as a charity trustee by virtue of the Charities Act;
- (d) have a bankruptcy order made against them or a composition is made with their creditors generally in satisfaction of their debts;
- (e) in the written opinion of a registered medical practitioner who is treating the Director, have become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (f) resign by written notice to the Charity, provided that at least three Directors will remain in office once the resignation takes effect; or
- (g) are absent from all the meetings of the Directors held within a period of 3 consecutive months, without the permission of the Directors, and the Directors resolve that their office be vacated; or
- (h) are removed from office by a resolution of the Directors that it is in the best interests of the Charity that their office be vacated passed at a meeting at which

at least 3 of the Directors are present. Such a resolution must not be passed unless:

- (i) the Director has been given at least 7 clear days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it will be proposed; and
- (ii) the Director has been given a reasonable opportunity to make representations to the meeting either in person or in writing. The other Directors must consider any representations made by the Director (or the Director's representative) and inform the Director of their decision following such consideration. There shall be no right of appeal from a decision of the Directors to terminate the Directorship of a Director.

## **17. Proceedings of Directors**

- 17.1 Subject to the provisions of the Articles, the Directors may regulate their proceedings as they think fit.
- 17.2 Acts done by a meeting of the Directors or of a committee or by a person acting as a Director shall not be invalidated by the subsequent realisation that:
  - (a) the appointment of any such Director or person acting as a Director was defective; or
  - (b) any or all of them were disqualified; or
  - (c) any or all of them were not entitled to vote on the matter.

## **18. Calling a Directors' meeting**

- 18.1 Any Director may call a meeting of the Directors by giving notice of the meeting to the Directors or by authorising the company secretary (if any) to give such notice.
- 18.2 Notice of a meeting of the Directors must be given to each Director, but need not be in writing. The notice must specify:
  - (a) the time, date and place of the meeting;
  - (b) the general particulars of the business to be considered at the meeting; and
  - (c) if it is anticipated that the Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

**19. Participation in Directors' meetings**

- 19.1 Any Director may participate in a meeting of the Directors in person or by means of video conference, telephone or any suitable electronic means agreed by the Directors and by which all those participating in the meeting are able to communicate with all other participants.
- 19.2 If all the Directors participating in the meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

**20. Quorum for Directors' meetings**

- 20.1 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, provided it shall not be less than three.
- 20.2 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 20.3 If the total number of Directors for the time being is less than the quorum required for decision-making by the Directors, the Directors shall not take any decision other than a decision to:
- (a) appoint further Directors.

**21. Chairing Directors' meetings**

- 21.1 The Directors shall appoint one of their number as chair of Directors and may determine the length of term for which the chair of Directors is to serve in that office, although that term may be renewed or extended. On the same basis, the Directors may also appoint one of their number as vice-chair of Directors.
- 21.2 If at any meeting of the Directors neither the chair nor vice-chair of Directors, if any, is participating in the meeting within ten minutes of the time at which it was to start, the participating Directors must appoint one of themselves to chair the meeting.
- 21.3 The Directors may terminate the appointment of a chair or any vice-chair of Directors at any time.

**22. Decision-making by Directors**

- 22.1 The general rule about decision-making by Directors is that any decision of the Directors must be either a majority decision at a meeting.
- 22.2 Each Director has one vote on each matter to be decided, except for the chair of the meeting who, in the event of an equality of votes, shall have a second or casting vote

(unless, in accordance with the Articles, the chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes).

### **23. Unanimous decisions by Directors**

- 23.1 A decision of the Directors is taken in accordance with this Article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- 23.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Director or to which each eligible Director has otherwise indicated agreement in writing.
- 23.3 References in this article to eligible Directors are to Directors who would have been entitled to vote on the matter had it been proposed as a resolution at a Directors' meeting.
- 23.4 A decision may not be taken in accordance with this Article if the eligible Directors would not have formed a quorum at such a meeting.

### **24. Delegation by Directors**

- 24.1 The Directors may delegate, on such terms of reference as they think fit, any of their powers or functions to any committee comprising two or more Directors.
- 24.2 The Directors may delegate the implementation of their decisions or day-to-day management of the affairs of the Charity to any person or committee.
- 24.3 The terms of reference of a committee may include conditions imposed by the Directors, including that:
  - (a) the relevant powers are to be exercised exclusively by the committee to whom the Directors delegate; and
  - (b) no expenditure or liability may be incurred on behalf of the Charity except where approved by the Directors or in accordance with a budget previously agreed by the Directors.
- 24.4 Persons who are not Directors may be appointed as members of a committee, subject to the approval of the Directors.
- 24.5 Every committee shall act in accordance with the terms of reference on which powers or functions are delegated to it and, subject to that, committees shall follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors.

- 24.6 The terms of any delegation to a committee shall be recorded in the minute book.
- 24.7 The Directors may revoke or alter a delegation.
- 24.8 All acts and proceedings of any committee shall be fully and promptly reported to the Directors.

**25. Conflicts of interests**

- 25.1 A Director must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.
- 25.2 A Director must absent themselves from any discussions of the Directors in which it is possible that a conflict will arise between their duty to act solely in the interests of the Charity and any personal interest (including, but not limited to, any personal financial interest).
- 25.3 If a conflict of interests arises for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
- (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
  - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
  - (c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.

In this article 25.3 a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

**26. Secretary**

- 26.1 The Directors may appoint any person who is willing to act as the secretary for such term at such remuneration and on such conditions as the Directors think fit. From time to time the Directors may decide to remove such person and to appoint a replacement.

- 26.2 A secretary who is also a Director may not be remunerated, otherwise than as permitted by these Articles.

## **27. Minutes**

The Directors shall cause the Charity to keep the following records in writing and in permanent form:

- (a) minutes of proceedings at general meetings;
- (b) minutes of meetings of the Directors and of committees of the Directors, including the names of the Directors present at each such meeting;
- (c) copies of resolutions of the Charity and of the Directors, including those passed otherwise than at general meetings or at meetings of the Directors; and
- (d) particulars of appointments of officers made by the Directors.

- 27.2 For the purposes of this Article, an authorised person is:

- (a) any Director;
- (b) the secretary (if any); or
- (c) any person authorised by the Directors for the purpose of signing documents to which the seal is applied.]

## **28. Records and accounts**

- 28.1 The Directors shall comply with the requirements of the Act and the Charities Act as to keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Office of the Scottish Charity Regulator of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

- 28.2 Accounting records relating to the Charity must be made available for inspection by any Directors at any reasonable time during normal office hours.

- 28.3 A copy of the Charity's latest available statement of account shall be supplied on request to any Director, or to any other person who makes a written request and pays the Charity's reasonable costs of fulfilling the request, within two months of such request.

## **29. Irregularities**

The proceedings of any meeting or the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including by accidental omission to give or any non-receipt of notice) or want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

## **30. Indemnity**

30.1 Subject to article 30.2, but without prejudice to any indemnity to which they may otherwise be entitled:

- (a) every Director or former Director of the Charity shall be indemnified out of the assets of the Charity in relation to any liability they incur in that capacity; and
- (b) every other officer or former officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability they incur in that capacity.

30.2 This Article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Act or by any other provision of law and any such indemnity is limited accordingly.

## **31. Rules**

31.1 The Directors may from time to time establish such rules as they may consider necessary for or conducive to the effective operation of the Charity. In particular, but without prejudice to the generality of the above, such rules may regulate:

- (a) the procedure at general meetings and meetings of the Directors and committees to the extent that such procedure is not regulated by the Act or by the Articles.

31.2 The Charity in general meeting may alter, add to or repeal the rules by special resolution.

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