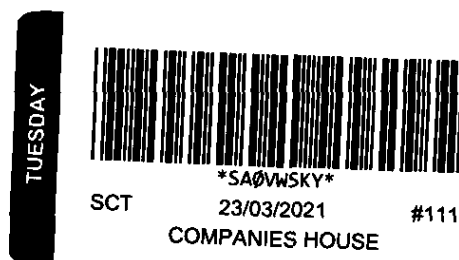


THE COMPANIES ACT 2006
ARTICLES OF ASSOCIATION
of
VOLUNTEER CENTRE MIDLOTHIAN
SC244806



macROBERTS

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES of ASSOCIATION

of

VOLUNTEER CENTRE MIDLOTHIAN

Interpretation

1. The name of the Company is "Volunteer Centre Midlothian".
2. The Company's Registered Office is to be situated in Scotland.
3. All model articles of association, including those contained in schedule 2 of The Companies (Model Articles) Regulations 2008 are excluded in respect of this company except insofar as they are repeated here.
4. In these Articles the following terms shall have the following meanings:

2005 Act means the Charities and Trustee Investment (Scotland) Act 2005, including any subsequent statutory modification or re-enactment;

2006 Act means the Charities Act 2006, including any subsequent statutory modification or re-enactment;

Act means the Companies Act 2006, including any subsequent statutory modification or re-enactment;

Charitable purpose shall mean a purpose which is a charitable purpose for the purposes of section 7 of the 2005 Act and which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;

Charity means a body which is either a Scottish charity in terms of section 13 of the 2005 Act or section 1 of the 2006 Act, provided its objects are limited to charitable purposes;

Company means VOLUNTEER CENTRE MIDLOTHIAN;

Directors means the directors of the Company from time to time (or any duly constituted committee of them) and **Director** means any of them;

Electronic Form has the meaning given in section 1168 of the Act;

Members means the members of the Company;

Operating Area shall mean Midlothian;

Subsidiary has the meaning given in section 1159 of the Act.

5. The singular includes the plural and vice versa and reference to any gender includes all genders.
6. Words and expressions defined in the Act shall, save where otherwise defined in these Articles, bear the same meanings herein.

Objects

7. The Company's objects for the public benefit are:
 - 7.1 To promote the benefit of inhabitants of Midlothian and, in particular, the advancement of education, the furtherance of health and the relief of poverty, sickness and distress by the promotion of voluntary service and developing volunteering within the area in any way which is now or deemed hereafter to be Charitable in law.
8. In furtherance of the above objects, but not otherwise, the company shall seek:-
 - 8.1 to provide access to training for volunteers and volunteer managers, work with agencies who engage volunteers, break down barriers to participation in volunteering and represent the views of volunteers;
 - 8.2 to raise funds, including through member subscriptions, charging for services, and to receive grants, donations, bequests, legacies and other contributions from any person and to accept any conditions attached to any of them provided said receipt and/or acceptance would be lawful and would be in the interests of the Company;
 - 8.3 to provide and/or assist in the provision of information about volunteering;
 - 8.4 to employ such staff as considered necessary and to make arrangements for pensions and other benefits for such staff and any of their dependants;
 - 8.5 to engage advisers or consultants as appropriate from time to time and pay fees to such advisers or consultants;
 - 8.6 to bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals in furtherance of the above objects;
 - 8.7 to undertake, fund, commission or undertake research in furtherance of the above objects and to publish the results of that research;
 - 8.8 to organise exhibitions, meetings, seminars, conferences, training and other events (whether for a charge or otherwise) in furtherance of the above objects;
 - 8.9 to produce, publish, distribute or otherwise make available (whether for a charge or otherwise), books, pamphlets, educational resources and other material (whether electronic or in hard copy) in furtherance of the above objects;
 - 8.10 to become a member of or cooperate with any organisation in furtherance of the above objects;
 - 8.11 to promote, acquire and/or take over the whole or part of the undertaking and liabilities of any person or incorporated entity, including through establishing a Subsidiary, in furtherance of the above objects or whose income may support the furtherance of the above objects;
 - 8.12 to effect insurance of all types;
 - 8.13 to purchase or otherwise acquire the whole or any part of the undertaking, property or assets of any company or person carrying on or proposing to carry on any business which the Company is authorised to carry on or possessed of property suitable for the furtherance of the above objects or which can be carried on in conjunction therewith or which is capable of being conducted so as directly or indirectly to further the above objects, and as part of the consideration for such acquisition to undertake all or any part of the liabilities of such company or person;
 - 8.14 to lend and advance money or give credit to any company or person and on such terms as may be thought fit and to guarantee and give security for the payment of any moneys or the performance of any contracts, liabilities or obligations of any company or person and to

become liable or responsible for money and undertake obligations of every kind and description all upon such terms as may from time to time be considered desirable in the interests of the above objects;

- 8.15 to borrow or raise money in such manner as the Company may think fit and to secure the repayment of any money borrowed, raised or owing by mortgage, charge or lien upon the undertaking, property or assets of the Company or any part thereof, and also by a similar mortgage, charge or lien to secure any debt, liability or obligation of any holding or subsidiary company of the Company or of any other company or of any person;
- 8.16 to receive money on deposit or temporary loan upon such terms as may be thought fit;
- 8.17 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, warrants, debentures, charter parties, bills of lading, and other negotiable or transferable documents;
- 8.18 to open and operate bank accounts in the name of the Company;
- 8.19 to invest, or deal with moneys of the Company not immediately required upon such securities and in such lawful manner as may from time to time be determined;
- 8.20 to sell, lease, exchange, mortgage or otherwise deal with or dispose of the whole or any part of the undertaking, property or assets of the Company, or any right over or interest in the same, for such consideration, and in such manner and upon such terms and subject to such conditions, as the Company may think fit, and in particular for shares, stocks, debentures, debenture stocks or other securities, whether fully or partly paid up, of any other company;
- 8.21 to apply for, purchase or otherwise acquire, and protect and renew in any part of the world any patents, patent rights, brevets d'invention, privileges, concessions and licences, secret processes, trade marks, trade names, brands and copyrights and the like which may seem capable of being used for any of the above objects, and to use, exercise, develop, prolong and grant licences of the same;
- 8.22 to instigate or defend legal proceedings relating to the Company and, in so far as related to the activities of the Company, its employees, directors and volunteers and to meet legal expenses in relation thereto;
- 8.23 to apply for or concur with others in applying for any Provisional Order, Act of Parliament or other authority for enabling the Company to carry out all or any of its objects or for any other purpose which may seem expedient, to subscribe to the expense of obtaining the same, and to oppose or subscribe to the expense of opposing any Provisional Order, Bill or any proceedings in Parliament or elsewhere which may seem directly or indirectly to affect prejudicially the furtherance of the above objects;
- 8.24 to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the company and to obtain from any such organisation, government or authority any right, privilege or concession;
- 8.25 to do all such other things as are incidental or conducive to the attainment of the aforesaid objects or any of them; and
- 8.26 to carry on any lawful activities which further the above objects.

Income and Property

- 9. The assets of the Company shall be applied solely towards promoting the company's objects set out in Article 7.1.
- 10. No benefit or remuneration of any kind shall be given by the Company to any Director other than, provided these Articles are complied with:
 - 10.1 payment of reasonable out-of-pocket expenses;

- 10.2 payment for services rendered to the Company (other than in the capacity as a director);
 - 10.3 interest on money lent by any director at a reasonable prevailing rate not exceeding the base rate of the Company's principal United Kingdom bankers;
 - 10.4 reasonable rent not exceeding the prevailing open market rent for any premises leased by any director to the Company.
11. No part of the assets of the Company shall be paid or transferred (directly or indirectly) to members of the Company, whether by way of dividend, bonus or otherwise.

Liability of Members

12. Every Member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he/she/it is a Member or within one year after he/she/it ceases to be a Member, for payment of the company's debts and liabilities contracted before he/she/it 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.

DIRECTORS

Directors' general authority

13. Subject to the provisions of the Act, the 2005 Act, these Articles and to any directions given by the Members by special resolution, the business of the Company shall be managed by the Directors who may exercise all the powers of the Company.
14. Any meeting of the Directors at which a quorum is present may exercise all of the powers exercisable by the Directors.
15. All acts done and all decisions made by the Directors shall be valid, notwithstanding that it afterwards be discovered that there was a defect in the appointment of any Director or that any of them were disqualified from holding office, or had vacated office or were not entitled to vote.

Methods of appointing Directors

16. The Company shall have no less than three and no more than twelve Directors who shall, subject to these Articles, be responsible for the management of the Company's business.
17. Directors may be:
- 17.1 elected at any general meeting of the Company; or
 - 17.2 appointed by the other Directors.

Retiral of Directors

18. Any Directors appointed in terms of Article 17.2 shall retire from office at the first general meeting of the Company occurring after they have been in office for 12 months but shall be eligible for election at that meeting.
19. Directors elected in terms of Articles 17.1 or 18 shall retire at the first general meeting of the Company occurring three years after their election to office but shall subject to Article 20, be eligible for re-election at that meeting.
20. A person who has served as a Director for a period of 6 years shall not be eligible for re-election until 1 year has elapsed since their retiral under Article 19.

Termination of Director's appointment

21. A Director shall automatically vacate office if the Director in question:
- 21.1 ceases to be a Director by virtue of any provision of the Act or becomes prohibited in law from being a Director;
 - 21.2 is disqualified under the Company Directors Disqualification Act 1986, the 2005 Act, the Charities Act 2006 or any other statutory provision in force within the United Kingdom from acting as a charity trustee;
 - 21.3 is sequestrated or made bankrupt;
 - 21.4 becomes a paid employee of the Company;
 - 21.5 resigns by giving written notice to the Company;
 - 21.6 becomes incapable for medical reasons of fulfilling the duties of a Director, this incapacity is expected to subsist for at least six months and the other Directors resolve to remove the Director in question from office;
 - 21.7 is absent from three or more consecutive meetings of the Directors and the other Directors resolve to remove the Director in question from office; and
 - 21.8 is removed from office by ordinary resolution (special notice having been given) of the Members in general meeting under section 168 of the Act.
22. At any general meeting at which any resolution removing any Director from membership is considered, the Director concerned shall be entitled to address the Members, either personally or through a representative, prior to the Members voting on that resolution.

Register of Directors

23. The Directors shall maintain a register of Directors, setting out the full details of each Director and the date on which each Director was appointed and on which that appointment ceased.

Quorum for Directors' meetings

24. The quorum for any meeting of the Directors may be fixed by the Directors but shall at all times be a minimum of 3.
25. In the event that the number of Directors in office is less than the quorum set out in Article 24, those Directors present may meet only for the purposes of appointing additional Directors or calling a general meeting of the Members in order to elect additional Directors at that meeting.
26. Subject to these articles, directors participate in a Directors' meeting, or part of a Directors' meeting, when:
- 26.1 the meeting has been called and takes place in accordance with these articles; and
 - 26.2 the Directors can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
27. In determining whether directors are participating in a directors' meeting, it is irrelevant where any Director is or how they communicate with each other.
28. If all the Directors participating in a 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.

Chairperson

29. The Directors shall elect from amongst themselves at the first board meeting after each annual general meeting a chair, a treasurer and such other office bearers as the Directors may determine from time to time. Any such office bearer shall cease to hold office in the event that they cease to be a Director for any reason.
30. Meetings of the Directors shall be chaired by the chair appointed in accordance with Article 29, whom failing, by any Director appointed by the Directors from amongst their number.

Procedures and voting at Directors' meetings

31. Any Director may call a meeting of the Directors by giving notice of the meeting to each of the Directors.
32. Questions arising at a meeting of the Directors shall be decided by a majority of votes.
33. Each Director, including the chair of that meeting, shall have one vote and in the event of an equality of votes, the chair of the meeting shall have a casting vote.
34. Such other persons may attend meetings of the Directors as the Directors may determine from time to time and shall have the right to speak, but not to vote, at the discretion of the Directors.
35. The Directors shall ensure that the Company keeps a written record of each decision taken by them for at least 10 years from the date of the decision in question.

Committees

36. The Directors may delegate any of their powers to:
 - 36.1 any sub-committee consisting of one or more Directors and any other persons as the Directors may determine; and/or
 - 36.2 the chair or any other office bearer appointed under Article 29.

Conflicts of Interest

37. A Director who has a personal interest in any transaction or other arrangement which the Company is proposing to enter into, must declare that interest at a meeting of the Directors and shall withdraw from the meeting for the period during which that transaction or other arrangement is being discussed and shall not vote on the question of whether or not the Company should enter into that arrangement.
38. For the purposes of Article 37, a Director shall be deemed to have a personal interest in an arrangement if any of the foregoing have a personal interest in that arrangement, namely:
 - 38.1 any partner or other close relative of the Director; or
 - 38.2 any firm of which the Director is a partner; or
 - 38.3 any limited company of which the Director is a substantial shareholder or director (or any other party who/which is deemed to be connected with him/her for the purposes of the Act).
39. A Director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.
40. The Directors shall maintain a register of Directors' interests.
41. Where a Director provides services to the Company or might benefit from any remuneration paid to a connected party for such services, then:
 - 41.1 the maximum amount of the remuneration must be specified in a written agreement

and must be reasonable;

41.2 the Directors must be satisfied that it would be in the interests of the Company to enter into the arrangement (taking account of that maximum amount); and

41.3 less than half of the Directors must be receiving remuneration from the Company (or benefit from remuneration of that nature).

42. A Director will not be debarred from entering into an arrangement with the Company in which the Director has a personal interest and may retain any personal benefit which the Director gains from their participation in that arrangement provided that the Director has complied with the provisions of these Articles, the 2005 Act and the Act.

43. For the avoidance of doubt, no Director may receive any remuneration from the Company in respect of the Director's service as such.

Conduct of Directors

44. Each Director shall act in the interests of the company and, in particular, must:

44.1 seek, in good faith, to ensure that the company acts in accordance with its objects;

44.2 act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person;

44.3 put the interests of the company before that of any other party in taking decisions as a Director; and

45. comply with Articles 37 to 41 in relation to disclosing conflicts of interests and refraining from participating in discussions and/or decisions with regard to the matter in question.

MEMBERSHIP

Becoming and ceasing to be a member

46. The Directors shall maintain a register of the Members setting out the name and address of each Member and the date on which membership commenced and ceased, and such register shall, in so far as applicable, comply with the provisions of the Act.

47. The Members shall consist of the Directors and such other Members as may be admitted in accordance with the provisions of these Articles.

48. Persons aged sixteen years and above and organisations who support the Objects may be admitted as Members where they:

48.1 apply to the Directors in writing in such form as the Directors may prescribe from time to time, provided that where such application is submitted by;

(a) an incorporated organisation, it is signed by an authorised signatory and identifies a person to act as the Member's representative, for the purposes of attending and voting at meetings;

(b) an unincorporated organisation, the application is signed by an authorised signatory and identifies a person to hold Membership as the sole representative of that organisation;

48.2 include with the Membership application a remittance for the full amount of the annual membership subscription applicable at that time; and

48.3 are approved for membership by the Directors.

49. No paid employee of the Company may be a Member. Any Member who subsequently becomes a paid employee of the Company shall automatically cease to be a Member.
50. Membership shall not be transferable.

Membership Subscription

51. The Directors shall review and decide upon appropriate annual membership subscription rates and update the Members on the subscription rate for the coming financial year at each Annual General Meeting.
52. The annual membership subscription shall be due on each accounting reference date of the Company and shall be taken to cover the period from one accounting reference date to the date falling immediately prior to the next accounting reference date.
53. The Directors shall give Members at least 10 days notice of each accounting reference date; each notice shall specify the amount of the membership subscription due and shall set out that non-payment may result in termination of membership, in accordance with Article 54.3.

Termination of Membership

54. A Member's membership shall automatically terminate if:
- 54.1 the Member gives written notice of resignation to the Company;
 - 54.2 the Member dies or in the case of an organisation ceases to exist;
 - 54.3 the Member has failed to pay the membership subscription set by the Directors within 28 days of it falling due, membership being reinstated on payment in full of all overdue subscriptions; or
 - 54.4 the Directors resolve that, in their reasonable opinion and for good cause, the Member's continued membership is prejudicial to the Company in general and/or the attainment of the Objects in particular and notify the Member concerned in writing within 28 days of the passing of such resolution.
55. Before passing any resolution terminating a Member's membership, the Directors shall give to the Member concerned 28 days written notice setting out the factual basis on which the resolution will be considered. The Member shall be entitled to address the Directors, either personally or through a representative, at the meeting at which the decision will be taken. Within 28 days of receipt of such a notice terminating membership, the Member may request in writing that the termination of their membership be reconsidered by the Members at the next occurring general meeting, at which general meeting the Member or a representative may be heard.
56. Any Member ceasing to be a Member shall not be entitled to any refund (total or partial) of the annual membership subscription.

Organisation of general meetings

57. A general meeting may be convened by the Directors at any time. The Directors must convene a general meeting of the Company if there is a valid requisition by Members (under section 303 of the Act) or a requisition by a resigning auditor (if any) (under section 518 of the Act).
58. The board may make arrangements, in advance of any members' meeting, to allow members to participate in the members' meeting by means of a conference telephone, video conferencing facility or similar communications equipment - so long as all those participating in the meeting can hear each other and can express views/ vote as necessary; a member participating in a members' meeting in this manner shall be deemed to be present in person at the meeting.

59. The Directors may convene a general meeting as an annual general meeting in every year.
60. At least fourteen clear days notice must be given to the Members and to any auditors or independent examiners of any annual general meeting or general meeting of the Company, such notice to specify:
- 60.1 the date, time and location of the meeting;
 - 60.2 the general nature of the business to be considered at the meeting;
 - 60.3 the full text of any special resolution to be proposed at the meeting; and
 - 60.4 a statement setting out the right of each Member to appoint a proxy to attend, speak and vote at the meeting in his or her place.

For this purpose, the reference to "clear days" means that in calculating the period of notice both the day on which the notice is sent and the day on which the meeting takes place are excluded.

61. Notice of any general meeting may be given either:
- 61.1 in writing or, where a Member has notified the Company of an address for this purpose, in Electronic Form; or
 - 61.2 by means of a website where the Company has complied with section 309 of the Act.
62. The accidental omission to give notice of a meeting to or non-receipt of a notice of a meeting by, any Member or other person entitled to receive notice shall not invalidate proceedings at that meeting.

Quorum for general meetings

63. The quorum for any general meeting of the Company shall be five Members present either in person or having appointed a proxy. If the quorum is not present within thirty minutes of the scheduled commencement of the general meeting or if at any time during the general meeting the quorum ceases to be present, the general meeting shall stand adjourned to such time and place as may be fixed by the chair of the meeting.

Chairing general meetings

64. The chair of the Directors appointed under Article 26 shall chair any general meeting, failing whom such other Director as the Directors present at the general meeting shall determine.
65. The chair of any general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chair shall determine.

Voting at general meetings

66. All Members shall be entitled to attend and to speak and vote at any general meeting of the Company. A Member is able to exercise his or her right to vote at a general meeting when:
- 66.1 that Member is able to vote, during the meeting, on resolutions put to the meeting; and
 - 66.2 that Member's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
67. The Directors shall adopt a procedure for the appointment of proxies to speak and vote on behalf of a Member at general meetings of the Company and, a Member may appoint such a proxy in accordance with that procedure.
68. Voting at general meetings shall take place by a show of hands unless a secret ballot is requested by the chair of the general meeting or by any two Members present. If a secret

ballot is requested, it shall be conducted in such manner as the chairperson may direct.

69. To be passed, an ordinary resolution shall require a simple majority of those Members present and voting (in person or by proxy) in favour of that resolution.
70. To be passed, a special resolution shall require not less than three quarters of those Members present and voting (in person or by proxy) in favour of that resolution. For the avoidance of doubt, only those votes cast in favour of the resolution and against the resolution shall be considered when calculating the foregoing percentage and any abstentions or Members not voting for any reason shall be ignored.

ADMINISTRATIVE ARRANGEMENTS

71. Any bank account in which any part of the assets of the Company is deposited shall be operated by the Directors and shall indicate the name of the Company. All cheques and orders for the payment of money from such an account shall be signed by two signatories authorised for this purpose by the Directors in accordance with the financial regulations of the Company and the terms of any mandates with the Company's bankers.

Records and accounts

72. The Directors shall ensure that accurate and complete records are kept of all general meetings of the Company, meetings of the Directors and meetings of any sub-committee of the Directors. Said records shall, inter alia, record those present at the relevant meeting and the decisions taken at that meeting.
73. The Directors shall ensure that proper accounting records are maintained and annual accounts prepared in accordance with all applicable statutory requirements. Where the Company is required by law to have its annual accounts audited, the Directors shall ensure that an audit is carried out by a qualified auditor. Where no audit is required by law, the Directors shall ensure that the annual accounts are independently examined.

Secretary

74. The Directors may from time to time appoint a company secretary.
75. The company secretary may be a Director or an employee of the Company or any other person considered appropriate by the Directors.
76. The company secretary may be removed from office at any time by the Directors.

Notices

77. Any notice which requires to be given to a Member under these Articles shall be given in writing or by electronic means.
78. Any notice may be:
 - 78.1 given personally to the Member; or
 - 78.2 sent by post in a pre-paid envelope addressed to the Member at the address last intimated to the Company; or
 - 78.3 (in the case of a Member who has notified the Company of an address to be used for the purpose of Electronic Forms) may be given to the Member by electronic means.
79. Any notice, if sent by post, shall be deemed to have been given at the expiry of 24 hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.
80. Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was

indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators.

Winding-up

81. If on the winding-up of the Company any property remains after satisfaction of all the Company's debts and liabilities, such property shall not be paid to or distributed among the members of the Company; that property shall instead be transferred to some other Charity or Charities (whether incorporated or unincorporated) whose objects are altogether or in part similar to the objects of the Company.
82. The Charity or Charities to which property is transferred under Clause 80 shall be determined by the members of the Company at or before the time of dissolution.
83. To the extent that effect cannot be given to the provisions of Clauses 80 and 81 above, the relevant property shall be applied to some other Charitable Purpose or purposes.

Indemnity

84. Every Director and the Secretary of the Company shall be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act out of the assets of the Company against any loss or liability which they may sustain or incur in connection with the execution of the duties of their office; that may include, without prejudice to that generality, (but only to the extent permitted by those sections of the Act), any liability incurred by them in defending any proceedings (whether civil or criminal) in which judgement is given in their favour or in which they are acquitted or any liability in connection with an application in which relief is granted to them by the court from liability for negligence, default or breach of trust in relation to the affairs of the Company.

Insurance

85. To the extent permitted by the 2005 Act and the Act, the Company shall be entitled to purchase and maintain for any Director and the Secretary insurance against any loss or liability which any Director or the Secretary may sustain or incur in connection with the execution of the duties of their office, and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a director).

Names and addresses
of subscribers

A handwritten signature in black ink, appearing to read 'Stephen Somerfield', written in a cursive style.

Stephen Somerfield
4-6 White Hart Street,
Dalkeith,
Scotland,
EH22 1AE

A handwritten signature in black ink, appearing to read 'Elisa Henderson', written in a cursive style.

Elisa Henderson
4-6 White Hart Street,
Dalkeith,
Scotland,
EH22 1AE

Dated 16/03/21