

FARLEIGH HOUSE TRUSTEE LIMITED

(THE "COMPANY")

COMPANY NUMBER: 00905522

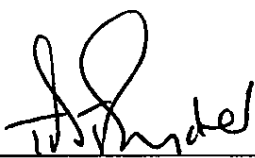
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COPY resolution in the terms specified below as passed by the members of the  
Company named above by written resolution on 15 May 2014

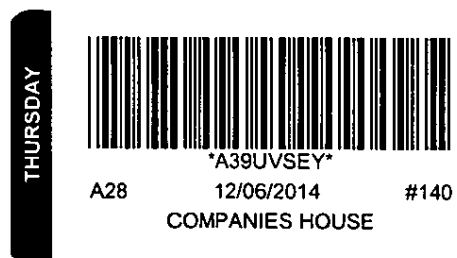
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SPECIAL RESOLUTION

THAT the amended articles of association be approved and adopted as the articles of association of the Company in substitution for, and to the exclusion of, the Company's existing articles of association.

  
Chairman

Dated 15 May 2014



**Company No: 00905522**

**A COMPANY NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION  
of  
Farleigh House Trustee Limited**

**Incorporated on  
8 May 1967**

**Wilsons Solicitors LLP  
4 Lincoln's Inn Fields  
London  
WC2A 3AA**

**Tel 020 7998 0420  
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**Ref GF/38811.13**

**A COMPANY NOT HAVING A SHARE CAPITAL**  
**ARTICLES OF ASSOCIATION**  
**of**

**Farleigh House Trustee Limited**

## INTERPRETATION

1

### 1 1 In these Articles:

<i>the Articles</i>	means these Articles of Association of the Charity;
<i>Auditor</i>	means a person appointed to conduct an examination and verification of the Charity's accounts and includes a reporting accountant appointed in accordance with the Statutes,
<i>the Board</i>	means the board of Governors of the Charity who are directors of the Charity for the purposes of the Companies Act and the charity trustees for the purposes of Section 177 of the Charities Act 2011,
<i>CA 2006</i>	means the Companies Act 2006;
<i>Chairman</i>	means the chairman of the Board appointed from time to time,
<i>the Charity</i>	means the above-named Company,
<i>Charity Commission</i>	means the Charity Commission for England and Wales (or such other organisation as replaces it or is given authority to act as regulator for charities in England and Wales),
<i>Clear Days</i>	in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
<i>Companies Acts</i>	means the Companies Acts (as defined in section 2 of the Companies Act 2006) in so far as they apply to the Charity.
<i>Connected Person</i>	means a person connected with a Governor as set out in section 118 of the Charities Act 2011;
<i>Electronic Communication</i>	means the same as in the CA 2006,
<i>Electronic Form</i>	has the meaning in section 1168(3) of the CA 2006;
<i>Executed</i>	includes any mode of execution;
<i>Governor</i>	means a member of the Board;
<i>Hard Copy</i>	has the meaning in section 1168(2) of the CA 2006;

<i>Members</i>	means the members of the Charity who, pursuant to article 9, are the Governors of the Charity from time to time;
<i>the Memorandum</i>	means the Memorandum of Association of the Charity;
<i>Model Articles</i>	means the model articles for private companies limited by guarantee contained in Schedule 2 of The Companies (Model Articles) Regulations 2008 (SI 2009/3229) as amended prior to the date of adoption of these Articles;
<i>Month</i>	means a calendar month;
<i>Office</i>	means the registered office of the Charity;
<i>the Seal</i>	means the common seal of the Charity if it has one;
<i>Secretary</i>	means the Company Secretary of the Charity or any other person appointed to perform the duties of the Company Secretary of the Charity;
<i>Statutes</i>	means the Companies Acts and every other statute, statutory instrument, regulation or order for the time being in force concerning companies registered under the Companies Acts;
<i>the United Kingdom</i>	means Great Britain and Northern Ireland.

1 2 Any reference to:

- 1 2 1 a statute or statutory provision includes a reference to the statute or statutory provision as modified or re-enacted or both from time to time, and to any subordinate legislation made under it;
- 1.2 2. the singular includes the plural and vice versa and the masculine includes the feminine and the neuter genders and vice versa; and
- 1 2.3. a *person* includes natural persons, firms, partnerships, companies, corporations, associations, organisations, governments, states, government or state agencies, local authorities, public bodies, foundations and trusts (in each case whether or not having separate legal personality),

1 3 Subject to the preceding provisions of this article and unless the context requires otherwise, words or expressions defined in the Statutes (but excluding any statutory modification thereof not in force on the date on which these Articles become binding on the Charity) shall bear the same meaning in the Articles

## APPLICATION OF MODEL ARTICLES

- 2 The Model Articles shall not apply to the Charity and are hereby excluded in their entirety

## OBJECTS AND POWERS OF THE CHARITY

- 3 The objects for which the Charity is established (the "Objects") are restricted to
- 3.1. The advancement of Roman Catholic education at Farleigh School;
  - 3.2. The furtherance of religion and education in accordance with the doctrines of the Roman Catholic faith, and
  - 3.3. The advancement of education;
- in each case for the public benefit
- 4 In furtherance of the Objects but not otherwise the Charity may exercise the following powers
- 4.1 to make grants and loans upon such terms and conditions (if any) as to interest, repayment, security or otherwise and to guarantee money or to use the assets of the Charity as security for the performance of contracts entered into by any person as may be thought fit for or towards charitable purposes in any way connected with or calculated to further the Objects;
  - 4.2. to organise meetings, lectures, conferences, broadcasts, courses of instruction or other activities;
  - 4.3 to provide or procure the provision of counselling and guidance;
  - 4.4. to promote or carry out research and to publish and distribute the useful results of such research;
  - 4.5 to produce or help others to publish and distribute material in any form that may be deemed desirable for the promotion of the Objects or for the purpose of informing contributors and others of the needs or progress of the Charity,
  - 4.6 to purchase, acquire and obtain interests in the copyright of or the right to perform, publish or show any material which can be used or adapted for the Objects,
  - 4.7. to accept gifts on any terms;
  - 4.8. to raise funds for the Charity;
  - 4.9. to carry out trade in so far as either the trade is exercised in the course of carrying out the Objects or the trade is temporary and ancillary to the carrying out of the Objects or is otherwise permissible for a charity by law,
  - 4.10 to operate bank accounts in the name of the Charity;
  - 4.11. to acquire any property of any kind situated anywhere in the world for investment purposes whether involving liabilities or producing income or not and to appoint and pay professional investment managers who are

authorised to carry on the requisite regulated activities under the provisions of the Financial Services and Markets Act 2000 and otherwise delegate the management of investments to proper and competent persons;

- 4.12 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property together with any rights or privileges which the Charity may think necessary;
- 4.13 to maintain, manage, construct and alter any buildings or erections and to equip and fit out any property and buildings for use and to make planning applications, applications for consent under bylaws or building regulations and other like applications,
- 4.14. subject to any restrictions imposed by law, to exchange, sell, let, mortgage, charge, dispose of, turn to account, or otherwise deal with all or any of the property or assets of the Charity;
- 4.15. subject to any restrictions imposed by law, to borrow or raise money for the purposes of the Charity on such terms and on such security (if any) as the Governors may think fit,
- 4.16 to employ, engage or retain the services of such persons as the Governors think may be necessary or desirable on such terms as the Governors think fit and to make all reasonable provisions for the payment of pensions and superannuation to employees, their families and other dependents;
- 4.17. to appoint any person to hold any property as nominee for the Charity and to pay any such nominee reasonable and proper remuneration for acting as such,
- 4.18. to pay the cost of any premium in respect of any insurance or indemnity to cover liability of the Board or any Governors or any other officer (other than the Auditor) of the Charity which by virtue of any rule of law would otherwise attach to them, in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Charity provided that any such insurance or indemnity shall not extend to any claim arising from criminal or wilful or deliberate neglect or default on the part of that person and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against that person in their capacity as a Governors or officer of the Charity,
- 4.19 to establish or support charitable trusts and to act as trustees of any charitable trust whether established by the Charity or otherwise;
- 4.20 to establish or promote the establishment of any artificial person;
- 4.21 to establish and own in whole or in part any Charity or other entity;
- 4.22 to co-operate with any person operating in furtherance of the Objects or similar charitable purposes,
- 4.23. to amalgamate with, acquire the assets of or in any other way to merge with any person (other than a natural person) which is charitable at law and has objects the same or similar to the Objects,
- 4.24. to pay the costs, charges and expenses of and incidental to the formation and registration of the Charity and its registration as a charity,

4 25 to do all such other lawful things as shall be expedient in the interests of the Charity

5 The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to Members and no Governor or Connected Person shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth at the expense of the Charity. Provided that nothing in this document shall prevent (and the Charity hereby specifically authorises) any payment or provision in good faith by the Charity

5.1 of the usual charges for business done by any Governors or Connected Person engaged in a profession or business when instructed by the Governors to act in a professional or business capacity on its behalf. Provided that at no time shall a majority of the Board (or their respective Connected Persons) benefit under this provision or under Article 5 2 and that a Governor shall withdraw from any meeting at which his appointment or remuneration under this provision or under Article 5.2 or that of his partner, firm or Charity or other Connected Person, is under discussion;

5 2. of reasonable and proper remuneration for services rendered (and/or goods supplied) to the Charity by any Member, Governor or Connected Person;

5 3 of interest on money lent by any Member or Governor or Connected Person at a reasonable and proper rate,

5 4 of fees, remuneration or other benefit in money or money's worth to any company of which a Governor or Connected Person may also be a member holding not more than 1/100th part of the issued capital of that company,

5 5 of reasonable and proper rent for premises demised or let by any member of the Charity or a Governor or Connected Person;

5 6 to any Governor or Connected Person of reasonable out-of-pocket expenses,

5 7 of reasonable and proper premiums in respect of trustee indemnity insurance, effected in accordance with Article 4 18 above;

5 8 of a benefit to a Member, officer or servant who is not a Governor in the capacity of a beneficiary of the Charity, or

5.9 subject to the consent of the Members where required under the CA 2006, of any other direct or indirect benefit to a Governor or Connected Person which has been authorised by the Charity Commission or other competent authority;

and none of the above arrangements or transactions shall constitute a breach by a Governor of his duty under section 175 of the CA 2006.

#### **LIABILITY OF CHARITY MEMBERS**

6 The liability of the Members is limited to a sum not exceeding £1 00.

#### **PROCEDURE FOR CHANGE OF NAME**

7 The Charity may change its name by a resolution of the Board



## **MEMBERSHIP**

- 8 The Charity must maintain a register of Members
- 9 The Members shall be the Governors from time to time.
- 10 Every person appointed as a Member shall provide written consent to be a Member
- 11 Membership shall not be transferrable and a Member shall cease to be a Member if he ceases to be a Governor for whatever reason.

## **GENERAL MEETINGS**

- 12 The Board may call general meetings.
- 13 If there are not within the United Kingdom sufficient Governors to call a general meeting, any Governor may call a general meeting

## **NOTICE OF GENERAL MEETINGS**

- 14 All general meetings shall be called by at least 14 clear days' notice but a general meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote at the meeting being a majority together holding not less than 90% of the total voting rights
- 15 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted The notice shall be given to all Members, Governors and the Auditor

## **PROCEEDINGS AT GENERAL MEETINGS**

- 16 No business other than the appointment of the chairman of the meeting shall be transacted at any general meeting unless a quorum is present. Two persons present in person or by proxy and entitled to vote upon the business to be transacted, each being a Member shall constitute a quorum
- 17 If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the chairman of the meeting may determine
- 18 The Chairman, if any, of the Board or in his absence some other Governor nominated by the Board shall preside as chairman of the meeting, but if neither the Chairman nor such Governor (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Governors present shall elect one of their number to be chairman of the meeting and, if there is only one Governor present and willing to act, he shall be chairman of the meeting
- 19 The chairman of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given in any manner in which notice of a meeting may lawfully be given specifying the date, time and place of the adjourned meeting and the general nature of the business to be transacted

Otherwise it shall not be necessary to give any such notice.

- 20 A resolution put to the vote of a meeting shall be decided on a show of hands unless, before or on the declaration of the result of the show of hands, a poll is duly demanded. Subject to the provisions of the Statutes, a poll may be demanded
- 20.1. by the chairman of the meeting; or
- 20 2. by at least two Members present in person or by proxy and having the right to vote at the meeting.
- 21 Unless a poll is duly demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minutes of the meeting, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 22 The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman of the meeting. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- 23 A poll shall be taken as the chairman of the meeting directs and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 24 A poll demanded on the election of a chairman of the meeting or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman of the meeting directs. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the results of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- 25 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall not be entitled to a casting vote in addition to any other vote he may have. The motion shall be deemed not carried but without prejudice to the rights of any Members under these Articles or the Statutes to put the motion again at that or some future meeting.

#### WRITTEN RESOLUTIONS

- 26 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been circulated to every eligible Member and a simple majority (or in the case of a special resolution a majority of not less than 75%) of Members has signified agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Members have signified their agreement.
- 27 Neither a resolution removing a Governor before the expiration of his period of

office nor a resolution removing an auditor before the expiration of his term of office can be passed as a written resolution.

- 28 At the absolute discretion of the Board and subject to notification being given to the Charity, a person entitled to be present at a general meeting may participate by means of electronic communications whereby all persons participating in the meeting can understand and communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting. Such a meeting shall be deemed to take place where it is convened to be held or where the largest group of those participating is assembled, or if there is no such group, where the chairman of the meeting is. The word "meeting" in these Articles shall be construed accordingly

#### VOTES OF MEMBERS

- 29 Subject to Article 30, every Member shall have one vote, save of the Chairman, who, in the case of an equality of votes, shall have a second or casting vote.
- 30 No Member shall debate or vote (whether in person or by proxy) on any matter in which he is personally interested without the permission of the majority of the persons present and voting.
- 31 Any Member entitled to attend and vote at any meeting of the Charity shall be entitled to appoint another person (whether a Member or not) as his proxy to attend and to speak and to vote (by show of hands or poll) at a general meeting instead of him.
- 32 The appointment of a proxy and any document necessary to show the validity of, or otherwise relating to, the appointment of a proxy shall be in such form as the Board may in their absolute discretion direct and shall
- 32 1 in the case of an appointment in hard copy form, be delivered personally or by post to the Office not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which it relates, or
- 32 2. in the case of an appointment in electronic form, be received at an address specified by or on behalf of the Charity for the purpose of receiving documents or information in electronic form:
- 32 2.1 in, or by way of note to, the notice convening the meeting,
- 32 2 2 in any form of proxy sent by or on behalf of the Charity in relation to the meeting, or
- 32.2.3. in any invitation in electronic form to appoint a proxy issued by or on behalf of the Charity in relation to the meeting,
- not less than 48 hours before the time appointed for holding the meeting or adjourned meeting to which it relates; or
- 32 3 in the case of a poll which is taken more than 48 hours after it is demanded, be delivered or received as aforesaid not less than 24 hours before the time appointed for the taking of the poll; or
- 32.4 in the case of a poll which is not taken at the meeting at which it is demanded but is taken not more than 48 hours after it was demanded, be delivered in hard copy form to the Chairman or to the Secretary or to any

Trustee at the meeting at which the poll was demanded

and in calculating the periods referred to in this Article 32, no account is to be taken of any part of a day which is not a working day

- 33 In default of delivery or receipt in accordance with Article 32, the instrument of proxy shall be invalid and no instrument appointing a proxy shall be valid after the expiration of 12 months from the date of its execution
- 34 An instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll
- 35 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid Any objection made in due time shall be referred to the chairman of the meeting whose decision shall be final and conclusive
- 36 A vote cast or a poll demanded by a proxy shall not be rendered invalid by reason of the death or mental disorder of the appointor or by the termination or revocation of the proxy or the authority under which the proxy was executed unless notice of such shall have been received by the Charity not later than the latest time at which the proxy would need to have been delivered to or received by the Charity in order to be valid for use whether to vote in person or on a poll at the meeting or adjourned meeting at which the proxy is used to which it relates. Such notice of termination shall be made either by means of an instrument in hard copy form, delivered to the Office or in electronic form received at the address (if any) specified by or on behalf of the Charity in accordance with Article 32.1, regardless of whether any relevant proxy appointment was effected by means of an instrument in hard copy or electronic form.

#### THE BOARD

- 37 The number of Governors shall be not less than eight and shall not exceed twelve
- 38 The Board may from time to time prescribe and vary criteria for the appointment of Governors provided that at all times at least two thirds of the Governors shall be of the Roman Catholic faith
- 39 A Governor shall be appointed by resolution of the Board and shall hold office for a term of four years from the date of his or her appointment upon expiry of which he or she shall be eligible for re-appointment for a further term of four years, but, subject to Article 40, no Governor shall serve for more than three consecutive terms of office
- 40 On the expiry of the third consecutive term of office Governors shall not serve a further term or terms until at least a period of one year has elapsed unless the Governors (not including the Governor whose re-appointment is under consideration) resolve by a 75% majority that the Governor should be re-appointed for a further term not exceeding four years
- 41 Except to the extent permitted by the Articles, no Governor shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a Governor in any other contract to which the Charity is a party
- 42 The Governors may be paid all reasonable travelling, hotel and other expenses

properly incurred by them in connection with their attendance at meetings of the Board (or its committees or sub-committees) or general meetings or otherwise in connection with the discharge of their duties.

#### **POWERS OF THE BOARD**

- 43 The business of the Charity shall be managed by the Board who may exercise all the powers of the Charity and do on behalf of the Charity all such acts as may be exercised and done by the Charity unless they are subject to any restrictions imposed by the Companies Act, the Articles or any special resolution of the Members. No alteration to the Articles and no such direction shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given. A meeting of the Board at which a quorum is present may exercise all the powers exercisable by the Board.
- 44 The Board may, by power of attorney or otherwise, appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
- 45 The Board shall have power from time to time to make, repeal and alter rules or regulations for the proper conduct and management of the Charity, any committee and any other matters arising under the Articles

#### **DISQUALIFICATION AND REMOVAL OF GOVERNORS**

- 46 A Governor shall cease to hold office if:
- 46.1 he ceases to be a Governor by virtue of any provision in the Statutes or is disqualified from acting as a Governor by virtue of section 178 of the Charities Act 2011 or is otherwise prohibited by law from being a Governor;
- 46.2. a registered medical practitioner who is treating that person gives a written opinion to the Charity stating that that person has become physically or mentally incapable of acting as a Governor and may remain so for more than three months,
- 46 3. he resigns his office by notice to the Charity (but only if, pursuant to Article 50, a quorum of Governors will remain in office when the notice or resignation is to take effect);
- 46.4. he is removed from office by way of a resolution of not less than 75% of the Governors entitled to attend and vote at a Board meeting,
- 46 5 he is removed by the Board, acting by a majority, if the Board is of the opinion, in its absolute discretion, that it is in the best interests of the Charity that his or her office is terminated;
- 46.6. he is absent without the permission of the Board from all their meetings held within a period of six months and that the Board resolve that his office be vacated, or
- 46.7. in the case of a Governor who is also a Member, the Governor ceases to be a Member of the Charity

#### **PROCEEDINGS OF THE BOARD**

- 47 Subject to the provision of the Articles, the Board may meet together for the

despatch of business, adjourn and otherwise regulate their proceedings as they think fit Two Governors may and the Secretary at the request of two Governors shall call a meeting of the Board. Notice of a Board meeting shall be deemed to be properly given to a Governor if it is given to him personally or by word of mouth or sent to him in hard copy form at his last known address or any other address given by him to the Charity for this purpose or sent in electronic form to him at an address given by him to the Charity for this purpose

- 48 Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second or casting vote
- 49 The quorum for the transaction of the business of the Board may be fixed by the Board but shall be not less than six.
- 50 The Board may act notwithstanding any vacancies but, if the number of Governors is less than the number fixed as the quorum, the continuing Governors may act only for the purpose of filling vacancies or of calling a general meeting
- 51 The Board shall from time to time elect a chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the Governor so appointed shall preside at every meeting of Board at which he is present. If there is no Governor holding that office, or if the Governor holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Governors present may appoint one of their number to be chairman of the meeting.
- 52 The Board may delegate any of its powers or the implementation of any of its resolutions to any committee provided that
- 52 1 1. the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to co-opt persons up to a specified number);
  - 52 1 2 the composition of any such committee shall be entirely in the discretion of the Board and may comprise such of their number (if any) as the resolution may specify; and
  - 52 1.3. the deliberations of any such committee shall be reported regularly to the Board and any resolution passed or decision taken by any such committee shall be reported forthwith to the Board and for that purpose every committee shall appoint a secretary.
- 53 All acts done by a meeting of the Board, or a committee shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Governor or member of the committee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Governor or a member of the committee (as the case may be) and had been entitled to vote.
- 54 Instead of taking a decision at a meeting of the Governors, a decision of the Governors can be taken when all eligible Governors indicate to each other by any means that they share a common view on a matter provided that the eligible Governors taking such a decision would have formed a quorum had a meeting of the Governors been held Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Governor or

to which each eligible Governor has otherwise indicated agreement in writing (including email) Otherwise, such a decision must be recorded in writing and signed by the Chairman to confirm that agreement of all eligible Governors has been obtained References in this Article to "eligible Governors" are to Governors who would have been entitled to vote on the matter had it been proposed as a resolution at a Governors' meeting

- 55 Governors and members of any committee may participate in or hold a meeting of the Board or any committee (as the case may be) by means of telephone, televisual, electronic or virtual communications so that all persons participating in the meeting can be identified by the Chairman and can understand and communicate with each other simultaneously Participation by such means shall be deemed to constitute presence in person and business so transacted shall be effective for all purposes as that of a meeting of the Board or a committee (as the case may be) duly convened and held with such persons physically present.
- 56 A Governor must declare the nature and extent of any interest direct or indirect, whether personal or by virtue of a duty of loyalty or otherwise, which that Governor has in a proposed transaction or arrangement with the Charity before that transaction or arrangement is entered into or which the Governor has in any existing transaction or arrangement already entered into by the Charity which has not been previously declared. That Governor shall provide sufficient information to the other Governors to enable them to properly debate the matter and shall be absent from that part of the meeting at which the matter is discussed and shall not be counted in the quorum for that part of the meeting and shall have no vote on the matter.
- 57 In accordance with the requirements set out in Articles 58 to 60 2 inclusive, the Governors may authorise any matter proposed to them by any Governor which would, if not authorised, constitute a breach of the duty to avoid conflicts of interests under section 175 of the CA 2006 ('Conflict').
- 58 Any authorisation under Article 57 will be effective only if
- 58.1. the matter in question shall have been proposed by any Governor for consideration at a meeting of Governors in the same way that any other matter may be proposed to the Governors under the provisions of these Articles or in such other manner as the Governors may determine,
- 58.2. any requirement as to the quorum at the meeting of the Governors at which the matter is considered is met without counting the Governor in question and the Governor concerned shall be absent from that part of the meeting at which the matter is discussed;
- 58.3. the matter was agreed to without his voting or would have been agreed to if his vote had not been counted; and
- 58.4. the Governors, other than the Governor concerned, consider that it is in the interests of the Charity to authorise the Conflict.
- 59 Any authorisation of a Conflict under Article 56 may (whether at the time of giving the authorisation or subsequently).
- 59.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the Conflict so authorised,
- 59.2. be subject to such terms and for such duration, or impose such limits or conditions as the Governors may in their absolute discretion determine, and

- 59.3 be terminated or varied by the Governors at any time. This will not affect anything done by the Governor prior to such termination or variation in accordance with the terms of the authorisation.
- 60 In authorising a Conflict the Governors may decide (whether at the time of giving the authorisation or subsequently) that if a Governor has obtained any information through his involvement in the Conflict otherwise than as a Governor of the Charity and in respect of which he owes a duty of confidentiality to another person the Governor is under no obligation to
- 60.1 disclose such information to the Governors or to any Governor or other officer or employee of the Charity; nor
- 60.2 use or apply any such information in performing his duties as a Governor, where to do so would amount to a breach of that confidence
- 61 Where the Governors authorise a Conflict:
- 61.1 the Governor will be obliged to conduct himself in accordance with any terms imposed by the Governors in relation to the Conflict;
- 61.2 the Governor will not infringe any duty he owes to the Charity by virtue of sections 171 to 177 of the CA 2006 provided he acts in accordance with such terms, limits and conditions (if any) as the Governors impose in respect of its authorisation; and
- 61.3 neither the Governor nor any Connected Person may receive any direct or indirect benefit as a result of the authorised Conflict other than a benefit which is authorised under Article 5

#### **OFFICERS**

- 62 The Board:
- 62.1 may appoint a Chairman and a deputy Chairman,
- 62.2 may appoint a Secretary. If no Secretary is appointed, the duties of the Secretary shall be carried out by one of the Governors or such other person as is duly appointed by the Board to carry out those duties;
- 62.3 may appoint or engage a treasurer, a deputy company secretary and such other officers as they shall see fit,
- and any such appointment or engagement may be made for the purpose of discharging such duties and upon such terms as the Board determines and the Board may dismiss any officer so appointed or engaged.

#### **MINUTES**

- 63 The Board shall ensure that minutes are kept for a minimum of ten years (or such other period as the Statutes require):
- 63.1 of all appointments of officers made by the Board, and
- 63.2 of all proceedings at meetings of the Charity and of the Board and of committees and sub-committees of the Board including the names of those present at such meetings.



## **THE SEAL**

- 64 The seal (if any) shall only be used by the authority of the Board or of a committee of the Board authorised by the Board. The Governors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Governor and by the Secretary or by a second Governor.

## **BANK ACCOUNTS**

- 65 Any bank account in which any part of the assets of the Charity is deposited shall indicate the name of the Charity.

## **ACCOUNTS**

- 66 Accounting records sufficient to show and explain the transactions and assets and liabilities of the Charity and otherwise complying with the Statutes shall be kept at the Office or such other place within the United Kingdom as the Board thinks fit.
- 67 Subject to the requirements of the Statutes, the Charity may at a general meeting impose reasonable restrictions as to the time and manner at and in which the books and accounts of the Charity may be inspected by Members and subject to those restrictions the books and accounts shall be opened to inspection by Members at all reasonable times during usual business hours

## **INDEPENDENT EXAMINATION AND AUDIT**

- 68 The Board shall comply with their obligations under the Charities Act 2011 and the Statutes with regard to the independent examination or audit of accounts and if required by the Statutes shall appoint an Auditor whose duties shall be regulated in accordance with the Charities Act 2011 or the Statutes.

## **ANNUAL REPORT AND ANNUAL RETURN**

- 69 The Board shall comply with their obligations under the Charities Act 2011 with regard to the preparation of an annual report and an annual return and their transmission to the Charity Commission.

## **NOTICES**

- 70 Notwithstanding anything to the contrary in these Articles, any notice or other document or information sent or supplied by or to the Charity (whether authorised or required to be sent or supplied by the Statutes or otherwise) to or by a Member, or to or by any person entitled to enjoy or exercise all or any specified rights of a member in relation to the Charity, may be sent or supplied in any way in which the CA 2006 provides for documents or information to be sent or supplied by or to the Charity for the purposes of the Statutes
- 71 Subject to first obtaining consent of Members, the Charity may supply any document or information to the Members via a website.
- 72 A notice or other document or information sent by a Member in electronic form shall not be treated as received by the Charity if it is rejected by computer virus protection arrangements.
- 73 A Member present in person at any meeting of the Charity shall be deemed to have

received notice of the meeting and, where necessary, of the purposes for which it was called

- 74 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
- 74 1 if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five Business Days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider),
  - 74 2 if properly addressed and delivered by hand, when it was given or left at the appropriate address,
  - 74 3. if properly addressed and sent or supplied by electronic means, 24 hours after the document or information was sent or supplied; and
  - 74 4 if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this Article, no account shall be taken of any part of a day that is not a working day

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

#### INDEMNITY

- 76 Subject to the provisions of the Statutes but without prejudice to any indemnity to which a Governor may otherwise be entitled every Governor or other officer of the Charity may be indemnified out of the assets of the Charity against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity, and against all costs, charges, losses, expenses or liabilities incurred by him in the execution and discharge of his duties or in relation thereto.
- 77 The Board shall have power to resolve pursuant to Article 4.18 to effect indemnity insurance for any relevant officer notwithstanding their interest in such policy.

#### WINDING-UP

- 78 Every Member undertakes to contribute such amount as may be required (not exceeding £1 00) to the Charity's assets if it should be wound up while he or she is a Member or within one year afterwards, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves

- 79 If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any money or property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to or including the Objects and which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Article 5 above, chosen by the Members at or before the time of dissolution and if that cannot be done then to some other charitable object

#### REGULATIONS

- 80 The Board may from time to time make such reasonable regulations as they may deem necessary or expedient for the proper conduct and management of the Charity.
- 81 The regulations may regulate the following matters but are not restricted to them
- 81.1 the appointment of Governors and admission of Members of the Charity and the rights and privileges of such Governors and Members;
  - 81.2. the conduct of Governors in relation to one another, and to the Charity's employees and volunteers,
  - 81.3. the setting aside of the whole or any part of parts of the Charity's premises at any particular time or times or for any particular purpose or purposes,
  - 81.4. the procedure at general meetings and meetings of the Board in so far as such procedure is not regulated by the Companies Act or by the Articles, and
  - 81.5 generally, all such matters as are commonly the subject matter of company rules
- 82 The Board has the power to alter, add to or repeal the regulations.
- 83 The Board must adopt such means as they think sufficient to bring the regulations to the notice of Members
- 84 The regulations shall be binding on all Members No regulations shall be inconsistent with, or shall affect or repeal anything contained in, the Articles