

FILE COPY



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

Company Number **11858820**

The Registrar of Companies for England and Wales, hereby certifies that

THE MATCHGIRLS MEMORIAL

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **4th March 2019**



* N11858820K *



Companies House



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Application to register a company



A80F7B7E

Received for filing on the: **02/03/2019**

Company Name in full: **THE MATCHGIRLS MEMORIAL**

I confirm that the above proposed company meets the conditions for exemption from the requirements to have a name ending with 'Limited' or permitted alternatives

Company Type: **Private company limited by guarantee**

Situation of Registered Office: **England and Wales**

Proposed Registered Office Address: **87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
SO17 1QY**

Sic Codes: **91030**

Principal activity description: **Operation of historical sites and buildings and similar visitor attractions**

I wish to adopt entirely bespoke model articles.

Proposed Officers

Company Secretary 1

Type: Person

Full Forename(s): MRS SAMANTHA HELEN LOUISE

Surname: JOHNSON

Service Address: 87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
UNITED KINGDOM SO17 1QY

The subscribers confirm that the person named has consented to act as a secretary.

Company Director ***1***

Type:	Person		
Full Forename(s):	MR GRAHAM ROBERT		
Surname:	JOHNSON		
Service Address:	87 BROOKVALE ROAD HIGHFIELD SOUTHAMPTON HAMPSHIRE UNITED KINGDOM SO17 1QY		
Country/State Usually Resident:	UNITED KINGDOM		
Date of Birth:	**/09/1942	Nationality:	
Occupation:	SELF-EMPLOYED SPORTS COACH		

The subscribers confirm that the person named has consented to act as a director.

Company Director 2

Type: **Person**

Full Forename(s): **MRS SAMANTHA HELEN LOUISE**

Surname: **JOHNSON**

Service Address: **87 BROOKVALE ROAD**
 HIGHFIELD
 SOUTHAMPTON
 HAMPSHIRE
 UNITED KINGDOM SO17 1QY

Country/State Usually **UNITED KINGDOM**
Resident:

Date of Birth: ****/11/1966** *Nationality:* **BRITISH**

Occupation: **AVIATION**
 MANAGER

The subscribers confirm that the person named has consented to act as a director.

Company Director **3**

Type: **Person**

Full Forename(s): **DR LUCINDA**

Surname: **MATTHEWS-JONES**

Service Address: **49 SANDOWN LANE
WAVERTREE
LIVERPOOL
UNITED KINGDOM L15 4HU**

***Country/State Usually
Resident:*** **UNITED KINGDOM**

Date of Birth: ****/07/1983** ***Nationality:*** **BRITISH**

Occupation: **SENIOR
LECTURER**

The subscribers confirm that the person named has consented to act as a director.

Company Director **4**

Type:	Person	
Full Forename(s):	DR ANNA KATHRYN	
Surname:	ROBINSON	
Service Address:	3B GARDEN HOUSES WEBBER STREET SOUTHWARK LONDON UNITED KINGDOM SE1 8PZ	
Country/State Usually Resident:	UNITED KINGDOM	
Date of Birth:	**/02/1960	Nationality:
Occupation:	SENIOR LECTURER	

The subscribers confirm that the person named has consented to act as a director.

Company Director 5

Type: **Person**

Full Forename(s): **MR NEIL**

Surname: **JAMESON**

Service Address: **1 MARIA TERRACE
STEPNEY GREEN
LONDON
UNITED KINGDOM E1 4NE**

*Country/State Usually
Resident:* **UNITED KINGDOM**

Date of Birth: ****/11/1946** *Nationality:* **BRITISH**

Occupation: **EMERITUS
DIRECTOR**

The subscribers confirm that the person named has consented to act as a director.

Persons with Significant Control (PSC)

Statement of initial significant control

On incorporation, there will be someone who will count as a Person with Significant Control (either a registerable person or relevant legal entity (RLE)) in relation to the company

Individual Person with Significant Control details

Names: MRS SAMANTHA HELEN LOUISE JOHNSON

Country/State Usually Resident: UNITED KINGDOM

Date of Birth: **/11/1966 ***Nationality:*** BRITISH

Service Address:
87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
UNITED KINGDOM
SO17 1QY

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control

The person holds, directly or indirectly, more than 25% but not more than 50 % of the voting rights in the company.

Individual Person with Significant Control details

Names: MR GRAHAM ROBERT JOHNSON

Country/State Usually Resident: UNITED KINGDOM

Date of Birth: **/09/1942 ***Nationality:*** BRITISH

Service Address:
87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
UNITED KINGDOM
SO17 1QY

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control

The person holds, directly or indirectly, more than 25% but not more than 50 % of the voting rights in the company.

Election to keep information on the public register

The subscribers have elected to keep Register of Secretaries information on the public register

The subscribers have elected to keep Register of Directors Usual Residential Addresses information on the public register

The subscribers have elected to keep Register of Members information on the public register

Statement of Guarantee

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for:

- payments of debts and liabilities of the company contracted before I cease to be a member;
- payments of costs, charges and expenses of winding up, and;
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.

Name: **SAMANTHA HELEN LOUISE JOHNSON**

Address **87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
SO17 1QY**

Amount Guaranteed **1**

Name: **GRAHAM ROBERT JOHNSON**

Address **87 BROOKVALE ROAD
HIGHFIELD
SOUTHAMPTON
HAMPSHIRE
SO17 1QY**

Amount Guaranteed **1**

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Authorisation

Authoriser Designation: **subscriber**

Authenticated **YES**

DATED

1 March

2019

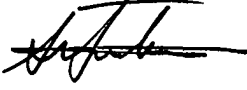

A COMPANY NOT HAVING A SHARE
CAPITAL

MEMORANDUM OF ASSOCIATION

Of

THE MATCHGIRLS MEMORIAL

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of The Matchgirls Memorial.

Name of each subscriber	Authentication by each subscriber
Samantha Helen Louise Johnson	 Dated: 1 MARCH 2019
Graham Robert Johnson	 Dated: 1st March 2019

**ARTICLES OF ASSOCIATION
CHARITABLE COMPANY LIMITED BY
GUARANTEE**

ADOPTED ON INCORPORATION

THE MATCHGIRLS MEMORIAL

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The Companies Act 2006
Private Company Limited by Guarantee
ARTICLES OF ASSOCIATION
of
THE MATCHGIRLS MEMORIAL

1 DEFINED TERMS AND INTERPRETATION

1.1 In the articles, unless the context requires otherwise:

“address” has the meaning given in section 1148 of the Companies Act 2006;

“articles” means the company’s articles of association;

“bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

“Charity” means the company intended to be regulated by the articles;

“clear days” in relation to the period of a notice means a 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;

“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Charity;

“the Commission” means the Charity Commission for England and Wales;

“directors” means the directors of the Charity. The directors are charity trustees as defined in section 177 of the Charities Act 2011;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“electronic means” has the meaning given in section 1168 of the Companies Act 2006;

“hard copy form” has the meaning given in section 1168 of the Companies Act 2006;

“instrument” means a document in hard copy form;

“Matchgirls” means a group of employees of Bryant and May, employed at its match manufacturing factory in Bow, London, that went on strike in July 1888 petitioning for workers’ rights(“**London Bryant and May Matchgirls Strike**”);

“member” has the meaning given in section 112 of the Companies Act 2006;

“officers” includes the directors and the secretary (if any);

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“relevant officer” means any person who is or was at any time a director, secretary or other officer (except an auditor) of the Charity or any undertaking in the same group as the Charity;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; 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 The relevant model articles (within the meaning of section 20 of the Companies Act 2006) are excluded.
- 1.3 Unless the context otherwise requires, other words or expressions contained in the articles bear the same meaning as in the Companies Acts as in force on the date when the articles become binding on the Charity.
- 1.4 Except where the contrary is stated or the context otherwise requires, any reference in the articles to a statute or statutory provision includes any order, regulation, instrument or other subordinate legislation made under it for the time being in force, and any reference to a statute, statutory provision, order, regulation, instrument or other subordinate legislation includes any amendment, extension, consolidation, re-enactment or replacement of it for the time being in force.
- 1.5 Words importing the singular number only include the plural and vice versa. Words importing the masculine gender include the feminine and neuter gender. Words importing persons include corporations.

2 LIABILITY OF MEMBERS

The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the Charity in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:

- 2.1 payment of the Charity's debts and liabilities contracted before he ceases to be a member;
- 2.2 payment of the costs, charges and expenses of winding up; and
- 2.3 adjustment of the rights of the contributories among themselves.

3 OBJECT

- 3.1 The Charity's object (**“Object”**) is to advance heritage for the benefit of the public, through commemorating the role and legacy of the Matchgirls (including their work during the London Bryant and May Matchgirls Strike of 1888) in labour history, through:
 - 3.1.1 establishing and maintaining a public statue (or other works of art) in London;
 - 3.1.2 the provision of information on the Matchgirls' contribution to the advancement of human rights, equality and workers' rights; and

3.1.3 any other such activities as the trustees consider fit to further the Object.

3.2 Nothing in the articles shall authorise an application of the property of the Charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.

4 POWERS

The Charity has the power to do anything which is calculated to further its Object or is conducive or incidental to doing so. In particular, the Charity has power:

- 4.1 to raise funds for the organisation, creation, erection and maintenance of a statue, sculpture or other work of art. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- 4.2 to produce and publish promotional materials about the history of the Matchgirls, the Charity and the location of the memorial statue or other works of art;
- 4.3 to attend events to represent and promote the Charity and the Matchgirls' legacy, whether this is through giving presentations, at exhibition stalls or by any other means that furthers the Object;
- 4.4 to manage a website that details key information about the Charity, as well as sharing stories from Matchgirls' descendants;
- 4.5 to enter into contracts to provide services to or on behalf of other bodies, in particular to enter into contracts with those commissioned to create and maintain the commemorative statue (or other works of art), and for any other purpose that furthers the Object;
- 4.6 to obtain the necessary consents and permissions for the erection of the statue (or other works of art) in a particular location in London, such location to be later decided by the Charity;
- 4.7 to promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available in relation to the history of the Matchgirls and related movements;
- 4.8 to solicit and accept (or disclaim) grants, donations, endowments, gifts, legacies and bequests of assets on any terms;
- 4.9 to raise funds by way of subscription, donation or otherwise;
- 4.10 to buy, take on lease or in exchange, hire or otherwise acquired any property and to maintain and equip it for use;
- 4.11 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 116 and 122 of the Charities Act 2011;
- 4.12 to 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;
- 4.13 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with sections 124-126 of the Charities Act 2011 if it wishes to mortgage land;

- 4.14 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- 4.15 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Object;
- 4.16 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other Charity;
- 4.17 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 4.18 to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a director only to the extent it is permitted to do so by article 5 and provided it complies with the conditions in that article;
- 4.19 to:
 - 4.19.1 deposit or invest funds;
 - 4.19.2 employ a professional fund-manager; and
 - 4.19.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- 4.20 to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- 4.21 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity; and
- 4.22 to do all such other lawful things as shall further the Object.

5 APPLICATION OF INCOME AND PROPERTY

- 5.1 The income and property of the Charity shall be applied solely towards the promotion of the Object.
- 5.2 For clarification:
 - 5.2.1 a director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him when acting on behalf of the Charity;
 - 5.2.2 a director may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
 - 5.2.3 a director may receive an indemnity from the Charity in the circumstances specified in article 38; and
 - 5.2.4 a director may not receive any other benefit or payment unless it is authorised by article 6.

5.3 Subject to article 6, none 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 member of the Charity. This does not prevent a member who is not also a director receiving:

5.3.1 a benefit from the Charity in the capacity of a beneficiary of the Charity; or

5.3.2 reasonable and proper remuneration for any goods or services supplied to the Charity.

6 BENEFITS AND PAYMENTS TO CHARITY DIRECTORS AND CONNECTED PERSONS

6.1 General provisions

No director or connected person may:

6.1.1 buy any goods or services from the Charity on terms preferential to those applicable to members of the public;

6.1.2 sell goods, services, or any interest in land to the Charity;

6.1.3 be employed by, or receive any remuneration from the Charity; or

6.1.4 receive any other financial benefit from the Charity,

unless the payment is permitted by article 6.2 of this article, or authorised by the Court or the prior written consent of the Commission has been obtained.

In this article a “**financial benefit**” means a benefit, direct or indirect, which is either money or has a monetary value.

6.2 Scope and powers permitting directors' or connected persons' benefits

6.2.1 A director or connected person may 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.

6.2.2 A director or connected person may 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 2011.

6.2.3 Subject to article 6.3 a director or connected person may provide the Charity with goods that are not supplied in connection with services provided to the Charity by the director or connected person.

6.2.4 A director or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

6.2.5 A director or connected person may receive rent for premises let by the director or connected person to the Charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

6.2.6 A director or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

6.3 Payment for supply of goods only – controls

The Charity and its directors may only rely upon the authority provided by article 6.2.3 if each of the following conditions is satisfied:

- 6.3.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Charity or its directors (as the case may be) and the director or connected person supplying the goods ("**Supplier**") under which the supplier is to supply the goods in question to or on behalf of the Charity.
- 6.3.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- 6.3.3 The other directors are satisfied that it is in the best interests of the Charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
- 6.3.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him with regard to the supply of goods to the Charity.
- 6.3.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
- 6.3.6 The reason for their decision is recorded by the directors in the minute book.
- 6.3.7 A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 6.

6.4 In articles 6.2 and 6.3:

6.4.1 "**Charity**" includes any company in which the Charity:

- 6.4.1.1 holds more than 50% of the shares; or
- 6.4.1.2 controls more than 50% of the voting rights attached to the shares; or
- 6.4.1.3 has the right to appoint one or more directors to the board of the company.

6.4.2 "**connected person**" includes any person within the definition in article 42 (Interpretation).

7 DECLARATION OF DIRECTORS' INTERESTS

A director must declare the nature and extent of any interest, direct or indirect, which has 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. A director must absent himself from any discussions of the directors in which it is possible that a conflict will arise between his duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

8 CONFLICTS OF INTERESTS AND CONFLICTS OF LOYALTIES

- 8.1 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:
- 8.1.1 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;
 - 8.1.2 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
 - 8.1.3 the unconflicted directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.
- 8.2 In this article 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.

9 MEMBERS

- 9.1 The subscribers to the memorandum are the first members of the Charity.
- 9.2 Membership is open to other individuals or organisations who:
- 9.2.1 apply to the Charity in the form required by the directors; and
 - 9.2.2 are approved by the directors.
- 9.3 The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- 9.4 The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- 9.5 The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- 9.6 Membership is not transferable.
- 9.7 The directors must keep a register of names and addresses of the members.

10 CLASSES OF MEMBERSHIP

- 10.1 The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 10.2 The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 10.3 The rights attached to a class of membership may only be varied if:
- 10.3.1 three-quarters of the members of that class consent in writing to the variation; or

10.3.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.

10.4 The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

11 TERMINATION OF MEMBERSHIP

Membership is terminated if:

- 11.1 the member dies or, if it is an organisation, ceases to exist;
- 11.2 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- 11.3 any sum due from the member to the Charity is not paid in full within six months of it falling due;
- 11.4 the member is removed from membership by a resolution of the directors that it is in the best interests of the Charity that his membership is terminated. A resolution to remove a member from membership may only be passed if:
 - 11.4.1 the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;
 - 11.4.2 the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

12 GENERAL MEETINGS

- 12.1 The Charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- 12.2 An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 12.3 The directors may call a general meeting at any time.

13 NOTICE OF GENERAL MEETINGS

- 13.1 The minimum periods of notice required to hold a general meeting of the Charity are:
 - 13.1.1 twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - 13.1.2 fourteen clear days for all other general meetings.
- 13.2 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 who together hold not less than 90 percent of the total voting rights.
- 13.3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.
- 13.4 The notice must be given to all the members and to the directors and auditors (if any).

- 13.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

14 PROCEEDINGS AT GENERAL MEETINGS

- 14.1 No business shall be transacted at any general meeting unless a quorum is present.
- 14.2 A quorum is:
- 14.2.1 2 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
- 14.2.2 one tenth of the total membership at the time,
- whichever is the greater.
- 14.3 The authorised representative of a member organisation shall be counted in the quorum.
- 14.4 If:
- 14.4.1 a quorum is not present within half an hour from the time appointed for the meeting; or
- 14.4.2 during a meeting a quorum ceases to be present,
- the meeting shall be adjourned to such time and place as the directors shall determine following which:
- a) the directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting; or
- b) if no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.
- 14.5 General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
- 14.6 If there is no such person or he is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.
- 14.7 If there is only one director present and willing to act, he shall chair the meeting.
- 14.8 If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

15 ADJOURNMENT OF A GENERAL MEETING

- 15.1 The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 15.2 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.

- 15.3 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 15.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

16 VOTING AT A GENERAL MEETING

- 16.1 Any vote 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:
 - 16.1.1 by the person chairing the meeting; or
 - 16.1.2 by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - 16.1.3 by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 16.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 16.3 The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- 16.4 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 16.5 If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 16.6 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- 16.7 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 16.8 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 16.9 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- 16.10 The poll must be taken within thirty days after it has been demanded.
- 16.11 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 16.12 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

17 CONTENT OF PROXY NOTICES

- 17.1 Proxies may only validly be appointed by a notice in writing ("**proxy notice**") which:
 - 17.1.1 states the name and address of the member appointing the proxy;

- 17.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- 17.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
- 17.1.4 is delivered to the Charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- 17.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 17.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 17.4 Unless a proxy notice indicates otherwise, it must be treated as:
 - 17.4.1 allowing the person appointed under it as a proxy;
 - 17.4.2 discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 17.4.3 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

18 DELIVERY OF PROXY NOTICES

- 18.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- 18.2 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 18.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 18.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

19 WRITTEN RESOLUTIONS

- 19.1 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:
 - 1.1.1 a copy of the proposed resolution has been sent to every eligible member;
 - 1.1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - 1.1.3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.

1.1.4 A resolution in writing may comprise several copies to which one or more members have signified their agreement.

1.1.5 In the case of a member that is an organisation, its authorised representative may signify its agreement.

20 VOTES OF MEMBERS

20.1 Subject to article 10, every member, whether an individual or an organisation, shall have one vote.

20.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

20.3 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.

20.4 The organisation must give written notice to the Charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The representative may continue to represent the organisation until written notice to the contrary is received by the Charity.

20.5 Any notice given to the Charity will be conclusive evidence that the representative is entitled to represent the organisation or that his authority has been revoked. The Charity shall not be required to consider whether the representative has been properly appointed by the organisation.

21 DIRECTORS

21.1 A director must be a natural person aged 16 years or older.

21.2 No one may be appointed a director if he would be disqualified from acting under the provisions of article 25.

21.3 The minimum number of directors shall be 2 but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

21.4 The first directors shall be those persons notified to Companies House as the first directors of the Charity.

21.5 A director may not appoint an alternate director or anyone to act on his behalf at meetings of the directors.

22 POWERS OF DIRECTORS

22.1 The directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.

1.2 No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.

1.3 Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

23 RETIREMENT OF DIRECTORS BY ROTATION

- 23.1 The term of office for any director appointed prior to the first annual general meeting shall be three years or the period ending on closure of the first annual general meeting, whichever is the sooner. Any director appointed prior to the first annual general meeting shall be eligible for re-election by the directors for one further term of three years from the first annual general meeting.
- 23.2 The term of office of any director appointed on or after the first annual general meeting shall be three years. Any such director shall be eligible for re-election by the directors for one further term of three years.
- 23.3 After a director has served two consecutive terms in office, he shall be eligible for re-election only after a year has elapsed since he retired as a director, unless the Board considers it would be in the best interests of the Charity for a director to be eligible for re-election on his or her retirement for such number of further terms as the directors shall resolve.

24 APPOINTMENT OF DIRECTORS

- 24.1 The Charity may by ordinary resolution:
 - 24.1.1 appoint a person who is willing to act to be a director; and
 - 24.1.2 determine the rotation in which any additional directors are to retire as per article 23.
- 24.2 No person other than a director retiring by rotation may be appointed a director at any general meeting unless:
 - 24.2.1 he is recommended for re-election by the directors; or
 - 24.2.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:
 - 24.2.2.1 is signed by a member entitled to vote at the meeting;
 - 24.2.2.2 states the member's intention to propose the appointment of a person as a director;
 - 24.2.2.3 contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
 - 24.2.2.4 is signed by the person who is to be proposed to show his willingness to be appointed.
 - 24.2.3 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.
- 24.3 The directors may appoint a person who is willing to act to be a director.
- 24.4 A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation.

- 24.5 The appointment of a director, whether by the Charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

25 DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 25.1 A director shall cease to hold office if he:
- 25.1.1 ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
 - 25.1.2 is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - 25.1.3 ceases to be a member of the Charity;
 - 25.1.4 in the written opinion, given to the Charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - 25.1.5 resigns as a director by notice to the Charity (but only if at least two directors will remain in office when the notice of resignation is to take effect); or
 - 25.1.6 is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his office be vacated.
- 25.2 The Charity may by ordinary resolution remove a person as a director.

26 REMUNERATION OF DIRECTORS

- 26.1 The directors must not be paid any remuneration unless it is authorised by article 6.

27 PROCEEDINGS OF DIRECTORS

- 27.1 The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- 27.2 Any director may call a meeting of the directors.
- 27.3 The secretary (if any) must call a meeting of the directors if requested to do so by a director.
- 27.4 Questions arising at a meeting shall be decided by a majority of votes.
- 27.5 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 27.6 A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
- 27.7 No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. **“Present”** includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.

- 27.8 The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
- 27.9 A director shall not be counted in the quorum Present when any decision is made about a matter upon which that director is not entitled to vote.
- 27.10 If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 27.11 The directors shall appoint a director to chair their meetings and may at any time revoke such appointment.
- 27.12 If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not Present within ten minutes after the time appointed for the meeting, the directors Present may appoint one of their number to chair that meeting.
- 27.13 The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him by the directors.

28 DIRECTORS RESOLUTION IN WRITING

- 28.1 A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
- 28.2 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

29 DELEGATION

- 29.1 The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
- 29.2 The directors may impose conditions when delegating, including the conditions that:
 - 29.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - 29.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the directors.
- 29.3 The directors may revoke or alter a delegation.
- 29.4 All acts and proceedings of any committees must be fully and promptly reported to the directors.

30 VALIDITY OF DIRECTORS' DECISIONS

- 30.1 Subject to article 30.2, all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
 - 30.1.1 who was disqualified from holding office;

30.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

30.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if without:

30.1.4 the vote of that director; and

30.1.5 that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting.

30.2 Article 30.1 does not permit a director or a connected person to keep any benefit that may be conferred upon him by a resolution of the directors or of a committee of directors if, but for article 30.1, the resolution would have been void, or if the director has not complied with article 7.

31 SECRETARY

Subject to the Companies Acts, the directors may appoint a company secretary (or two or more persons as joint secretary) for such term, at such remuneration and upon such conditions as the directors may think fit; and any company secretary (or joint secretary) so appointed may be removed by the directors. The directors may also from time to time appoint on such terms as they think fit, and remove, one or more assistant or deputy secretaries.

32 DEEMED DELIVERY OF DOCUMENTS AND INFORMATION

32.1 Any document or information sent or supplied by the Charity shall be deemed to have been received by the intended recipient:

32.1.1 where the document or information is properly addressed and sent by first class post or other delivery service to an address in the United Kingdom, on the day (whether or not it is a working day) following the day (whether or not it is a working day) on which it was put in the post or given to the delivery agent and, in proving that it was duly sent, it shall be sufficient to prove that the document or information was properly addressed, prepaid and put in the post or duly given to the delivery agent;

32.1.2 where (without prejudice to article 32.1.4) the document or information is properly addressed and sent by post or other delivery service to an address outside the United Kingdom, five working days after it was put in the post or given to the delivery agent and, in proving that it was duly sent, it shall be sufficient to prove that the document or information was properly addressed, prepaid and put in the post or duly given to the delivery agent;

32.1.3 where the document or information is not sent by post or other delivery service but delivered personally or left at the intended recipient's address, on the day (whether or not a working day) and time that it was sent;

32.1.4 where the document or information is properly addressed and sent or supplied by electronic means, on the day (whether or not a working day) and time that it was sent and proof that it was sent in accordance with guidance issued by ICSA: The Governance Institute shall be conclusive evidence that it was sent;

32.1.5 where the document or information is sent or supplied by means of a website, when the material was first made available on the website or (if later) when

the intended recipient received (or is deemed to have received) notice of the fact that the material was available on the website.

33 SEAL

- 33.1 If the Charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director.

34 MINUTES

- 34.1 The directors must keep minutes of all:
- 34.1.1 appointments of officers made by the directors;
 - 34.1.2 proceedings at meetings of the Charity;
 - 34.1.3 meetings of the directors and committees of directors including:
 - 34.1.3.1 the names of the directors Present at the meeting;
 - 34.1.3.2 the decisions made at the meetings; and
 - 34.1.3.3 where appropriate the reasons for the decisions.

35 ACCOUNTS

- 35.1 The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- 35.2 The directors must keep accounting records as required by the Companies Acts.

36 ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES

- 36.1 The directors must comply with the requirements of the Charities Act 2011 with regard to the:
- 36.1.1 transmission of a copy of the statements of account to the Commission;
 - 36.1.2 preparation of an annual report and the transmission of a copy of it to the Commission;
 - 36.1.3 preparation of an annual return and its transmission to the Commission.
- 36.2 The directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

37 MEANS OF COMMUNICATION TO BE USED

- 37.1 Subject to the articles, anything sent or supplied by or to the Charity under the articles may be sent or supplied in any way in which the Companies Acts provide for documents or information which are authorised or required by any provision of the Companies Acts to be sent or supplied by or to the Charity.

- 37.2 Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 37.3 Any notice to be given to or by any person pursuant to the articles:
- 37.3.1 must be in writing; or
 - 37.3.2 must be given in electronic form.
- 37.4 The Charity may give any notice to a member either:
- 37.4.1 personally; or
 - 37.4.2 by sending it by post in a prepaid envelope addressed to the member at his address; or
 - 37.4.3 by leaving it at the address of the member;
 - 37.4.4 by giving it in electronic form to the member's address; or
 - 37.4.5 by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a meeting of the Charity and must specify the place date and time of the meeting.
- 37.5 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 37.6 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 37.7 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 37.8 Proof that an electronic form of notice was given shall be conclusive where the Charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 37.9 In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
- 37.9.1 48 hours after the envelope containing it was posted; or
 - 37.9.2 in the case of an electronic form of communication, 48 hours after it was sent.

38 INDEMNITY

- 38.1 The Charity may indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.
- 38.2 In this article a **"relevant director"** means any director or former director of the Charity.
- 38.3 The Charity may indemnify an auditor against any liability incurred by him:

38.3.1 in defending proceedings (whether civil or criminal) in which judgment is given in his favour or he is acquitted; or

38.3.2 in connection with an application under section 1157 of the Companies Act 2006 (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him by the Court.

39 RULES

39.1 The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.

39.2 The bye laws may regulate the following matters but are not restricted to them:

39.2.1 the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

39.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;

39.2.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;

39.2.4 the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles; and

39.2.5 generally, all such matters as are commonly the subject matter of Charity rules.

39.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.

39.4 The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.

39.5 The rules or bye laws shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

40 DISPUTES

If a dispute arises between members of the Charity about the validity or propriety of anything done by the members of the Charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

41 DISSOLUTION

41.1 The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:

41.1.1 directly for the Object; or

- 41.1.2 by transfer to any charity or charities for purposes similar to the Object; or
- 41.1.3 to any charity or charities for use for particular purposes that fall within the Object.
- 41.2 Subject to any such resolution of the members of the Charity, the directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the Charity be applied or transferred:
 - 41.2.1 directly for the Object; or
 - 41.2.2 by transfer to any charity or charities for purposes similar to the Object; or
 - 41.2.3 to any charity or charities for use for particular purposes that fall within the Object.
- 41.3 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity) and if no resolution in accordance with article 41.1 is passed by the members or the directors the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Commission.

42 INTERPRETATION

- 42.1 In article 6, article 8.2 and article 30.2 “**connected person**” means:
 - 42.1.1 a child, parent, grandchild, grandparent, brother or sister of the director;
 - 42.1.2 the spouse or civil partner of the director or of any person falling within article 42.1.1;
 - 42.1.3 a person carrying on business in partnership with the director or with any person falling within articles 42.1.1 or 42.1.2;
 - 42.1.4 an institution which is controlled:
 - 42.1.4.1 by the director or any connected person falling within articles 42.1.1, 42.1.2, or 42.1.3; or
 - 42.1.4.2 by two or more persons falling within article 42.1.4.1 when taken together,
 - 42.1.5 a body corporate in which:
 - 42.1.5.1 the director or any connected person falling within articles 42.1.1 to 42.1.3 has a substantial interest; or
 - 42.1.5.2 two or more persons falling within article 42.1.5.1 who, when taken together, have a substantial interest.
 - 42.1.5.3 Sections 350 to 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.