

**THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION
OF
PARTNERS OF PRISONERS AND FAMILIES SUPPORT GROUP**
Incorporated on 12th June 1995
Company no. 03067385
Charity no. 1048152

Adopted by Special Resolution dated 18th March 2013

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COMPANY LIMITED BY GUARANTEE
ARTICLES OF ASSOCIATION

of

PARTNERS OF PRISONERS AND FAMILIES SUPPORT GROUP

NAME

1 The Charity's name is Partners of Prisoners and Families Support Group.

INTERPRETATION

2 In these Articles, the following words shall have the following meanings, unless the context otherwise requires:

Words	Meanings
Address	a postal address or, for the purposes of communication in electronic form, a fax number or an e-mail (but excluding a telephone number for receiving text messages) in each case registered with the Charity;
the Articles	the Articles of Association of the Charity, as amended from time to time;
Chairman	the chairman of Trustees appointed in accordance with these Articles;
the Charity	the company regulated by the Articles;
Charity Commission	the Charity Commission for England and Wales;
clear day	in relation to a period of notice means that period excluding the day when the notice is given or is deemed to be given and the day for which it is given or on which it is to take effect;
Companies Acts	the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the Charity;
Connected Person	any spouse, civil partner, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any firm

	or body corporate (including a limited liability partnership) of which a Trustee is a partner, member or employee and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than one per cent of the share capital;
document	includes, unless otherwise specified, any document sent or supplied in electronic form;
electronic form	as defined in section 1168 of the Companies Act 2006;
Financial Expert	an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
Financial Year	the Charity's financial year;
General Meeting	a general meeting of the Charity held in accordance with the Companies Acts;
Members	the members of the Charity for the purposes of the Companies Acts;
Month	calendar month;
Objects	the objects of the Charity as defined in Article 5;
the Office	the registered office of the Charity;
the Register	the register of Members of the Charity kept pursuant to the Companies Acts;
Regulations	the regulations of the Charity made by the Trustees pursuant to Article 81;
Services	(in the context of remuneration for services as stipulated in Article 14) includes goods that are supplied in connection with the provision of those services;
a Trustee	a director of the Charity and Trustees means all the directors. The Trustees are charity trustees as defined by section 177 of the Charities Act 2011;
United Kingdom	Great Britain and Northern Ireland;

Vice Chairman	the vice chairman of Trustees appointed in accordance with the Articles;
in writing or written	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;
Year	calendar year.

- 2.1 Unless specifically stated otherwise:
- 2.1.1 Other words or expressions bear the same meaning as in the Companies Acts as in force on the date when the Articles become binding on the Charity.
 - 2.1.2 Words denoting the singular include the plural and vice versa.
 - 2.1.3 Words denoting any one gender include all genders.
 - 2.1.4 Each reference to “person” includes a reference to a body corporate, unincorporated association, government, local authority, state, partnership, scheme, fund or trust (in each case, whether or not having separate legal personality).
 - 2.1.5 All references to legislative provisions are to the legislation concerned as amended, repealed, re-enacted or replaced and in force from time to time.
- 2.2 The relevant model articles for a company limited by guarantee are expressly excluded.

LIABILITY OF MEMBERS

- 3** The liability of the Members is limited.
- 4** Every Member undertakes to contribute such amount as may be required (not exceeding one pound) 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 payment of the debts and liabilities of the Charity contracted before he 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.

OBJECTS

- 5** The Charity's objects are specifically restricted to the following:
- 5.1 The advancement of education and training and the relief of poverty and sickness among persons who are suffering or who have suffered a legal restriction on their liberty in any penal or correctional establishment or through any means whatever and the families of such persons in such ways as the Trustees think fit; and
 - 5.2 To further and promote the study of and research into all aspects and methods of the prevention of crime and delinquency and to obtain and make records and disseminate the useful results of such research for the benefit of the public.

POWERS

- 6** The Charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so and, without prejudice to the foregoing:
- 6.1 To provide advice, publish or distribute information;
 - 6.2 To raise funds provided that, in doing so, the Charity must not undertake any trading activity in respect of which some or all of the profits are liable to tax;
 - 6.3 To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 6.4 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 117 to 123 of the Charities Act 2011;
 - 6.5 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 to 126 of the Charities Act 2011, if it wishes to mortgage land;
 - 6.6 To co-operate with other bodies and to exchange information and advice with them;
 - 6.7 To establish or support any body formed for any of the charitable purposes included in the Objects;
 - 6.8 To acquire or merge with any other charity;
 - 6.9 To enter into any partnership or joint venture arrangement with any body;
 - 6.10 To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

- 6.11 To employ and remunerate such staff or to engage such unpaid agents as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Trustee only to the extent it is permitted to do so by Articles 7 to 19 and provided it complies with the conditions in those Articles;
- 6.12 To:
- 6.12.1 deposit or invest funds;
 - 6.12.2 engage a Financial Expert as a professional fund manager and to delegate the management of investments to such a manager; and
 - 6.12.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;
- 6.13 To provide indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- 6.14 To enter into contracts to provide services;
- 6.15 To establish or acquire subsidiary companies; and
- 6.16 To do anything else within the law which promotes or helps to promote the Objects.

APPLICATION OF INCOME AND PROPERTY

- 7** The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 8** A Trustee 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.
- 9** A Trustee 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.
- 10** A Trustee may receive an indemnity from the Charity in the circumstances specified in Article 91.
- 11** None of the income or property of the Charity may be paid or transferred directly or indirectly by way of a dividend bonus or otherwise by way of profit to any Member.

TRUSTEES' BENEFITS

- 12** No Trustee or Connected Person may:
- 12.1 buy any goods or services from the Charity on terms preferential to those applicable to members of the public;
 - 12.2 sell goods, services, or any interest in land to the Charity;
 - 12.3 be employed by, or receive any remuneration from, the Charity;
 - 12.4 receive any other financial benefit from the Charity, unless:
 - 12.4.1 the payment is permitted by Articles 13 to 18; or
 - 12.4.2 the Trustees obtain the prior written approval of the Charity Commission and fully comply with any procedures it prescribes.
- 13** A Trustee 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 Trustees do not benefit in this way.
- 14** A Trustee 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 to 188 of the Charities Act 2011.
- 15** Subject to Article 19, a Trustee or Connected Person may provide the Charity with goods that are not supplied in connection with the services provided to the Charity by the Trustee or Connected Person.
- 16** A Trustee or Connected Person may receive interest on money lent to the Charity at a reasonable rate.
- 17** A Trustee or Connected Person may receive rent for premises let by the Trustee or Connected Person to the Charity if the amount of the rent and the other terms of the lease are reasonable and provided that the Trustee concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 18** A Trustee 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.

- 19** The Charity and its Trustees may only rely on the authority provided by Article 15 if each of the following conditions is satisfied.
- 19.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between:
- 19.1.1 the Charity; and
- 19.1.2 the Trustee or Connected Person supplying the goods (“**the supplier**”) under which the supplier is to supply the goods in question to or on behalf of the Charity.
- 19.2 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.
- 19.3 The other Trustees 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 Trustee or Connected Person. In reaching that decision, the Trustees must balance the advantage of contracting with the Trustee or Connected Person against the disadvantages of doing so.
- 19.4 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 or her or it with regard to the supply of goods to the Charity.
- 19.5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.
- 19.6 The reason for their decision is recorded by the Trustees in the minute book.
- 19.7 A majority of the Trustees then in office are not in receipt of remuneration or payments authorised by Article 12.

MEMBERS

- 20** The Members shall be the persons appointed as Trustees from time to time who shall have consented in writing to become members and whose names shall have been entered in the Register.
- 21** Membership is not transferable.
- 22** The Trustees must keep a Register in accordance with the Companies Acts.
- 23** Membership is terminated if:
- 23.1 the Member ceases to be a Trustee;

- 23.2 the Member dies;
- 23.3 the Member resigns by written notice to the Charity unless, after the resignation, there would be less than the number of Members required for a quorum at a General Meeting;
- 23.4 any sum due from the Member to the Charity is not paid in full within six months of it falling due; or
- 23.5 the Trustees or a committee of them, after due enquiry, resolve that the interests of the Charity so require.

GENERAL MEETINGS

- 24 The Trustees, or the Chairman, may whenever they or he thinks fit call General Meetings and on the requisition of Members pursuant to the provisions of the Companies Acts shall proceed to convene a General Meeting in accordance with those provisions. If at any time there are not within the United Kingdom sufficient Trustees capable of acting to form a quorum any Trustee may call a General Meeting.

NOTICE OF GENERAL MEETINGS

- 25 A General Meeting shall be called by at least 14 clear days' notice.
- 26 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 at that meeting of all Members.
- 27 The notice shall contain a statement setting out the rights of Members to appoint a proxy under section 324 of the Companies Act 2006.
- 28 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 29 No business shall be transacted at any General Meeting unless a quorum of Members is present. Unless the Articles otherwise provide, three Members present in person or by proxy and entitled to vote on the business to be transacted shall be a quorum.

- 30** If, within 15 minutes from the time appointed for the holding of a General Meeting, a quorum is not present or if during a meeting a quorum ceases to be present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case, it shall stand adjourned to the same day in the next week (but if that day falls on a bank or public holiday, the meeting will be held on the first business day (excluding Saturdays and Sundays) after that holiday), at the same time and place, or to such day, time and place as the Chairman, or the Trustees, shall appoint, and if at the adjourned meeting a quorum is not present within 15 minutes from the time appointed for holding the meeting, the Members present in person or by proxy shall be a quorum.
- 31** The Chairman shall preside as chairman at every General Meeting of the Charity or if he shall not be present within 15 minutes after the time appointed for holding the meeting, or shall be unwilling to preside, the Vice Chairman (if any) shall, if present and willing to act, preside as chairman failing which the Members present shall elect one of their number to be chairman of that meeting.
- 32** The chairman of any General Meeting may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.
- 33** When a General Meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the 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.
- 34** At any General Meeting, a resolution put to the vote of the 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 demanded:
- 34.1 by the chairman of the meeting; or
- 34.2 by at least two Members present in person or by proxy having the right to vote on the resolution; or
- 34.3 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 on the resolution.

- 35** Unless a poll is so demanded, a declaration by the chairman 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 General Meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 36** The demand for a poll may be withdrawn before the poll is taken, but only with the consent of the chairman. 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.
- 37** A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the General Meeting at which the poll is demanded.
- 38** No poll shall be demanded on the election of a chairman of a General Meeting or on a question of adjournment. A poll demanded on any other question shall be taken at such time and place as the chairman directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent continuance of a General 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 result of a show of hands and the demand is duly withdrawn, the General Meeting shall continue as if the demand had not been made.
- 39** No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 40** A proposed written resolution of the Members pursuant to the Companies Act 2006 lapses if it is not passed before the end of the period of 60 days beginning with its circulation date (as defined in the said Act).

VOTES OF MEMBERS

- 41** Every Member shall have one vote (whether on a show of hands or on a poll) to be cast by the Member either personally or by proxy.
- 42** No objection shall be raised to the qualification of any voter except at the General Meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid for all purposes. Any objection

made in due time shall be referred to the chairman whose decision shall be final and conclusive.

43 Every Member shall be entitled to appoint another person as his proxy in accordance with the Companies Acts. A proxy does not need to be a Member.

44 Proxies may only be validly appointed by a notice in writing (a "**proxy notice**") which states the name and address of the Member appointing the proxy, identifies the person appointed as proxy and the General Meeting in relation to which he is appointed, is signed by or on behalf of the Member or authenticated in such manner as the Trustees may determine.

45 The Trustees may require proxy notices to be delivered in a particular form.

46 Proxy notices may specify how the proxy appointed under them is to vote (or to abstain from voting) on one or more resolutions.

47 Unless a proxy notice indicates otherwise, it must be treated as allowing the person appointed as proxy discretion as how to vote on any ancillary or procedural resolutions put to the meeting and 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.

48 The appointment of a proxy and any other authority under which it is executed may:

48.1 in the case of an instrument in writing be deposited at the Office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

48.2 in the case of an appointment contained in a communication in electronic form, where an address has been specified for the purpose of receiving communications in electronic form:

48.2.1 in the notice convening the meeting, or

48.2.2 in any instrument of proxy sent out by the Charity in relation to the meeting,
or

48.2.3 in any invitation contained in a communication in electronic form to appoint a proxy issued by the Charity in relation to the meeting,

it shall be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

- 48.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- 48.4 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman of the meeting;

and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.

In this Article, “**address**”, in relation to communications in electronic form, includes any number or address used for the purposes of such communications.

In calculating the period mentioned in this Article no account shall be taken of any part of the day that is not a working day.

- 49** A Member who is entitled to attend, speak and vote 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 Member. If such a Member attends the General Meeting in person his proxy appointment shall be automatically terminated.
- 50** 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.
- 51** An appointment under a proxy notice may be revoked by delivering the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 52** 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.

TRUSTEES

- 53** A Trustee must be a natural person aged 16 years or older and no one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Article 58.
- 54** The number of Trustees shall not be less than three but shall not be subject to any maximum.
- 55** The Trustees shall have power to appoint any person who is able and willing to do so to be a Trustee.

- 56** A person shall not be entitled to act as a Trustee, whether on a first or any subsequent entry into office, until he has signed a declaration of acceptance and willingness to act in accordance with the Articles.

POWERS AND DUTIES OF THE TRUSTEES

- 57** Subject to the provisions of the Companies Acts and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of the Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.

DISQUALIFICATION, REMOVAL AND RESIGNATION OF TRUSTEES

- 58** The office of a Trustee shall be vacated if:
- 58.1** he ceases to be a Member;
 - 58.2** he dies or becomes subject to a bankruptcy order or interim order or he makes any arrangement or composition with his creditors;
 - 58.3** he is suffering from mental disorder and either is admitted to hospital in pursuance of an application for admission for treatment under any statute for the time being in force relating to mental disorder or an order is made in relation to his personal welfare or property and affairs under legislation relating to mental health or mental capacity;
 - 58.4** by notice in writing to the Charity he resigns his office (but only if the number of Trustees necessary for a quorum at a Trustees' meeting will remain in office when the notice of resignation is to take effect);
 - 58.5** he is disqualified from acting as a trustee under any statute or ceases to hold office by virtue of any provision of the Companies Acts or is prohibited by law from holding office;
 - 58.6** he absents himself from the meetings of the Trustees during a continuous period of six months without special leave of absence from the Trustees and they pass a resolution that he has by reason of such absence vacated office;
 - 58.7** he is removed from office by a resolution of the Members duly passed pursuant to section 168 of the Companies Act 2006; or

58.8 he is directly or indirectly interested in any proposed or actual transaction or arrangement with the Charity and fails to declare the nature and extent of his interest as required by section 177 of the Companies Act 2006.

RETIREMENT OF TRUSTEES BY ROTATION

59 At the first Trustee meeting in each Year, one third of the Trustees for the time being or if their number is not three or a multiple of three then the number nearest one third shall retire from office.

60 A retiring Trustee shall retain his office until the conclusion of the meeting at which he retires or (if earlier) when a resolution is passed at that meeting not to fill the vacancy or to appoint another person in his place or the resolution to re-appoint him is put to the meeting and lost.

61 The Trustees to retire by rotation shall be those who shall have been longest in office since their last appointment or re-appointment. As between persons who became or were re-appointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

62 If the Trustees at the meeting at which a Trustee retires by rotation do not fill the vacancy the retiring Trustee shall if willing to act be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-appointment of the Trustee is put to the meeting and lost.

CHAIRMAN AND VICE CHAIRMAN

63 The Trustees may elect from their number a Chairman and Vice Chairman and may determine for what period they are to hold office. A Chairman or Vice Chairman elected without any determination of the period for which he is to hold office shall serve for a term of three years if and for so long as he shall remain a Trustee. A retiring Chairman and Vice Chairman may be re-elected.

PROCEEDINGS OF THE TRUSTEES

64 Subject to the Articles, the Trustees may regulate their proceedings as they think fit.

65 Unless otherwise resolved by the Trustees, the Trustees shall meet at least two times each Year.

66 The Chairman or Vice Chairman of the Trustees may, and on the request of two Trustees shall, at any time call a meeting of the Trustees.

67 The quorum necessary for the transaction of business of the Trustees shall be three Trustees. Questions arising at any Trustees' meeting shall be decided by a majority

of votes. In the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.

68 The Chairman shall be entitled to preside at all meetings of the Trustees. If there shall be no Chairman or if at any meeting he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Vice Chairman shall act as chairman of the meeting and if no Vice Chairman is elected or if at any meeting he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Trustees present shall choose one of their number to be chairman of the meeting.

69 Any of the Trustees, or any committee of the Trustees, can take part in a Trustees meeting or committee meeting by way of a:

69.1 video conference or telephone or similar equipment designed to allow everybody to take part in the meeting; or

69.2 series of video conferences or conference telephone calls from the Chairman.

Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chairman will be treated as taking place where the Chairman is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the chairman of the meeting is, unless the Trustees decide otherwise.

70 The Trustees for the time being may act notwithstanding any vacancy in their body but if and so long as their number is less than the number fixed as the quorum it shall be lawful for them to act for the purpose of filling up vacancies in their body or of calling a General Meeting but not for any other purpose.

71 All acts bona fide done by any meeting of the Trustees, or of any committee of the Trustees, or by any person acting as a Trustee, shall be valid notwithstanding the participation in any vote of a Trustee:-

71.1 who was disqualified from holding office;

71.2 who had previously retired or who had been obliged by the Articles to vacate office;

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

if without the vote of that Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

72 Article 71 does not permit a Trustee or a Connected Person to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of the Trustees if, but for Article 71, the resolution would have been void, or if the Trustee has not complied with Article 74.

73 A resolution in writing signed or approved by all the Trustees or all the members of any committee of the Trustees entitled to vote on the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or of such committee duly convened and held. The resolution may consist of more than one document in the same form each signed or approved by one or more persons.

DECLARATION OF TRUSTEES' INTERESTS

74 A Trustee must declare the nature and extent of any interest, direct or indirect, which he 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 Trustee must absent himself from any discussions of the Trustees 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).

CONFLICTS OF INTEREST

75 If a conflict of interests arises for a Trustee 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 Trustees may authorise such a conflict of interests where the following conditions apply:

75.1 the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;

75.2 the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and

75.3 the unconflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

In this Article, a conflict of interest 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 Trustee or to a Connected Person.

COMMITTEES

- 76** The Trustees may appoint one or more committees consisting of three or more persons appointed by them at least one of whom must be a Trustee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a committee, provided that all acts and proceedings of any such committees shall be fully and promptly reported to the Trustees.
- 77** Any committee of the Trustees may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of business provided always that the quorum shall never be less than three members of the body concerned.

HONORARY OFFICERS

- 78** The Trustees may, at any time from time to time, appoint any person, whether a Member or not, to be president, a vice-president or a patron of the Charity. Such offices shall be honorary offices, carrying no executive duties or responsibilities and no voting powers.

MINUTES

- 79** The Trustees must keep minutes of all:
- 79.1 Appointments of Trustees and officers made by the Trustees;
- 79.2 Proceedings at General Meetings of the Charity;
- 79.3 Meetings of the Trustees and committees of the Trustees including;
- 79.3.1 the names of the persons present at the meeting;
- 79.3.2 the decisions made at the meetings; and
- 79.3.3 where appropriate the reasons for the decisions.
- 80** Any minutes of any meeting, if purporting to be signed by the chairman of that meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts stated in such minutes.

REGULATIONS

- 81** The Trustees may from time to time make such reasonable and proper regulations as they may deem necessary or expedient for the proper conduct and management of the Charity and may add to, repeal or vary any such regulations. All regulations so made and for the time being in force shall be binding on all Members and the

Trustees shall adopt such means as they think fit to bring such regulations to the notice of Members. Regulations may concern the following subjects:

- 81.1 the procedure at General Meetings and meetings of the Trustees and its committees insofar as such procedure is not regulated by the Articles;
- 81.2 the conduct of Members in relation to one another, and to the charity's employees and volunteers;
- 81.3 any other subjects which the Articles provide may be covered by Regulations;
- 81.4 generally all such matters as are commonly the subject of company rules or bye-laws PROVIDED that no regulation shall contravene any of the provisions of the Articles or the Companies Acts.

ACCOUNTS

- 82 The Trustees shall comply with the requirements of the Companies Acts as to keeping accounting records, the audit or examination of annual accounts and the preparation and submission to the Registrar of Companies and the Charity Commission of annual accounts.

ANNUAL REPORT

- 83 The Trustees shall comply with their obligations under the Charities Act 2011 with regard to the preparation of any annual report and its transmission to the Charity Commission.

ANNUAL RETURN

- 84 The Trustees shall comply with their obligations under the Charities Act 2011 with regard to the preparation of any annual return and its transmission to the Charity Commission.

NOTICES

- 85 Any notice to be given to or by any person pursuant to the Articles (other than a notice calling a meeting of the Trustees or of any of its committees) shall be in writing to the Address for the time being notified for that purpose to the person giving the notice.
- 86 The Charity may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at his Address or by leaving it at that Address or by giving it in electronic form to an Address for the time being notified to the Charity by the Member.

- 87** Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic form was sent shall be conclusive where the Charity can show that it was properly addressed and sent in accordance with section 1147 Companies Act 2006. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic form, at the expiration of 48 hours after the time it was sent.
- 88** Notwithstanding any other provisions of the Articles, the Charity may send or supply any document or information to Members that is required or authorised to be sent or supplied by the Charity under the Companies Acts or the Companies Act 2006 (“**2006 Act**”) or pursuant to the Articles or the Regulations by making it available on a website to Members. The relevant provisions of the 2006 Act, which apply when documents sent under the Companies Acts or the 2006 Act are made available on a website, shall (with any necessary changes) also apply when any document or information is sent or supplied under the Articles or Regulations to Members.

DISSOLUTION

- 89** The Members 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:
- 89.1 directly for the Objects;
- 89.2 to any charity or charities with purposes similar to the Objects; or
- 89.3 to any charity or charities for use for particular purposes that fall within the Objects.
- 90** In no circumstances shall the net assets of the Charity be paid to or distributed among the Members (except to a Member that is itself a charity) and if no resolution in accordance with Article 89 is passed by the Members the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Charity Commission.

INDEMNITY

- 91** The Charity may indemnify a Trustee or former Trustee against any liability incurred by him in that capacity to the extent permitted by sections 232 to 234 of the Companies Act 2006.