

**MEMORANDUM AND ARTICLES OF ASSOCIATION**

**of**

**TRANSPORT FOR ALL**

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Company number: 3337948

Charity number: 1063733

## **THE COMPANIES ACTS**

### **Company Limited by Guarantee and not having a Share Capital**

#### **MEMORANDUM OF ASSOCIATION**

**of**

### **Transport for All**

#### **1. Name of Charity and Meaning of Words**

- 1.1 The name of the Charity is Transport for All, called in this document "the Charity".
- 1.2 Terms defined in the Charity's Articles of Association shall have the same meaning when used in this Memorandum as long as this meaning is consistent with the subject or context.

#### **2. Registered Office**

- 2.1 The registered office of the Charity will be in England and Wales.

#### **3. Objects of the Charity**

- 3.1 The objects of the Charity (the "Objects") are for the public benefit to assist and meet the needs of disabled and older people through the promotion of a comprehensive accessible transport system.

#### **4. Powers of the Charity**

- 4.1 The Charity has the following powers which may be used only to promote the Objects:-
  - 4.1.1 to buy, take on lease, share, hire or otherwise acquire property of any sort;
  - 4.1.2 to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity in exercise of this power but the Charity must comply as appropriate with Sections 36 and 37 of the Charities Act 1993;
  - 4.1.3 to borrow money and to charge the whole or any part of the property belonging to the Charity as security for the repayment of money borrowed, grant given or any other obligation but the Charity must comply as appropriate with Sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land;

- 4.1.4 to construct, alter, provide, manage, maintain, furnish and fit with all the necessary furniture and other equipment any buildings and any other premises or structures or land;
- 4.1.5 to employ and pay any employees, officers, servants and professional or other advisers;
- 4.1.6 subject to any restrictions in the Charities Act, to borrow money, invite and receive contributions or grants, enter into contracts, seek subscriptions or raise money in any way including carrying on trade but not by means of Taxable Trading;
- 4.1.7 to give or receive guarantees or indemnities;
- 4.1.8 to promote or undertake study or research and disseminate the results of such research;
- 4.1.9 to produce, print and publish anything in any media;
- 4.1.10 to provide or procure the provision of services, education, training, consultancy, advice, support, counselling, guidance, grants, scholarships, awards or materials in kind;
- 4.1.11 to promote and advertise the Charity's activities;
- 4.1.12 to invest any money in any investments, securities or properties; and to accumulate and set aside funds for special purposes or as reserves;
- 4.1.13 to undertake any charitable trust;
- 4.1.14 to make provision for the payment of pensions and other benefits to or on behalf of employees and their dependants;
- 4.1.15 to establish, promote and otherwise assist any limited company or companies or other bodies for the purpose of acquiring any property or of furthering in any way the Objects or to undertake trading and to establish the same either as wholly owned subsidiaries of the Charity or jointly with other persons, companies, government departments or local authorities and to finance such limited company or companies or other body by way of loan or share subscription or other means;
- 4.1.16 to transfer or dispose of, with or without valuable consideration, any part of the property or funds of the Charity not required for the purpose of the Charity in furtherance of the Charity's Objects;
- 4.1.17 to establish, support, federate with or join or amalgamate with any companies, institutions, trusts, societies or associations;
- 4.1.18 to transfer to or to purchase or otherwise acquire from any charities, institutions, societies or associations any property, assets or liabilities, and to perform any of their engagements;
- 4.1.19 to open and operate bank accounts and other banking facilities;

- 4.1.20 to accept any property upon or on any special trusts, or for any institutions or purposes either specified or to be specified by some person other than the Trustees;
- 4.1.21 to co-operate and enter into any arrangements with any governments, authorities or any person, company or association;
- 4.1.22 to insure any risks arising from the Charity 's activities;
- 4.1.23
  - (a) To purchase indemnity insurance out of the funds of the Charity to indemnify any of the Trustees against any personal liability in respect of:
    - (i) any breach of trust or breach of duty committed by them in their capacity as charity trustees or trustees for the Charity;
    - (ii) any negligence, default, breach of duty or breach of trust committed by them in their capacity as directors or officers of the Charity or of any body corporate carrying on any activities on behalf of the Charity; and
    - (iii) any liability to make contributions to the assets of the Charity in accordance with section 214 of the Insolvency Act 1986.
  - (b) Subject to clause 4.1.23(d) below, any insurance in the case of 4.1.23(a)(i) or 4.1.23(a)(ii) must be so framed as to exclude the provision of an indemnity for a person in respect of:
    - (i) any liability incurred by a Trustee to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising):
    - (ii) any liability incurred by a Trustee in defending any criminal proceedings in which he is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct, by him; and
    - (iii) any liability incurred by a Trustee to the Charity that arises out of any conduct which he knew (or must reasonably be assumed to have known) was not in the interests of the Charity or in the case of which he did not care whether it was in the best interests of the Charity or not.
  - (c) Subject to clause 4.1.23(d) below any insurance in the case of 4.1.23(a)(iii) shall not extend to any liability to make such a contribution where the basis of the Trustee's liability is his knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation; and

- (d) To purchase out of the funds of the Charity any additional indemnity insurance cover for the benefit of the Trustees that is permitted by law from time to time.

4.1.24 to make such ex gratia payments as are considered reasonable and fair with the consent of the Charity Commission;

4.1.25 to seek to influence public opinion and policy and regulation implemented or proposed to be implemented by government, local authorities or other public bodies by undertaking campaigning and, to the extent permitted by law, political activities;

4.1.26 to delegate upon such terms and at such reasonable remuneration as the Charity may think fit to professional investment managers ("the Managers") the exercise of all or any of its powers of investment (an "investment" is an asset which is capable of producing income and may also increase in capital value);

Provided always that:-

- (a) the Managers are properly authorised to carry on investment business;

- (b) the delegated powers shall be exercisable only within clear policy guidelines drawn up by the Charity;

- (c) the Managers are under a duty to report promptly to the Charity any exercise of the delegated powers and in particular to report every transaction carried out by the Managers and report regularly on the performance of investments managed by them for the Charity;

- (d) the Charity is entitled at any time to review, alter or terminate the delegation or the terms thereof; and

- (e) the Charity reviews the arrangements for delegation at intervals but so that any failure by the Charity to undertake such reviews shall not invalidate the delegation;

4.1.27 to permit any investments belonging to the Charity to be held in the name of any clearing bank, trust corporation or stockbroking company which is a member of the Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Charity and to pay any such nominee reasonable and proper remuneration for acting as such; and

4.1.28 to do anything else within the law which helps promote the Objects.

## **5. Use of income and property**

5.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part of it shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to members of the Charity or Trustees, and no Trustee may be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity except as permitted by law or by the Charity Commission or shown below under 'Allowed Payments' and then only after

complying with any requirements of the Act and the Charities Act, PROVIDED this shall not prevent a member of the Charity or a Trustee receiving any benefit as a beneficiary.

## **6. Allowed Payments**

6.1 The Charity may pay:-

6.1.1 reasonable and proper payment to any officer, servant, employee, professional or other adviser of the Charity who is not a Trustee for any services to the Charity;

6.1.2 reasonable and proper remuneration of a Trustee for services actually rendered to the Charity or a subsidiary of the Charity (save for services rendered in his capacity as a Trustee), PROVIDED THAT:-

(a) the number of Trustees so remunerated in any accounting period shall not exceed a minority of the Board of Trustees;

(b) that no resolution to approve such remuneration to a Trustee shall be effective unless it is passed at a meeting of the Board of Trustees;

(c) such Trustee shall not vote on any resolutions relating to his or her engagement by the Charity or a subsidiary (as defined in the Act) of the Charity; and

(d) the remuneration or maximum remuneration payable to the Trustee shall be set out in a written agreement between the Trustee and the Charity;

For the purposes of these clauses 6.1.1 and 6.1.2 "services" includes goods that are supplied in connection with the provision of services.

6.1.3 reasonable interest on the money lent by any Trustee. The highest annual rate of interest that may be charged is two per cent. below the base rate of a clearing bank in the United Kingdom selected by the Trustees;

6.1.4 reasonable out-of-pocket expenses to any Trustee;

6.1.5 reasonable and proper payment to a company of which a member of the Charity or a Trustee holds not more than a hundredth of the capital;

6.1.6 reasonable and proper rent of premises demised or let by any Trustee;

6.1.7 to the extent permitted by law, reasonable and proper premiums in respect of any insurance policy taken out pursuant to 4.1.23 above;

6.1.8 any payment to a Trustee under the indemnity provisions in the Articles of Association; and

6.1.9 in exceptional cases other payments or benefits but only with the prior written approval of the Charity Commission.

PROVIDED THAT no Trustee shall vote on or be present during the discussion of or voting on any decision to borrow money from or pay rent or make a payment or give any remuneration or a benefit to that Trustee other than the approval of any

permitted indemnity insurance or the payment of an indemnity where such payment is to be made to a majority of the Trustees.

## **7. Alterations to this Memorandum**

7.1 No alterations to this Memorandum may be made which would cause the Charity to cease to be a charity in law. Other alterations to this Memorandum may only be made by special resolution or written resolution. A special resolution may be passed as a written special resolution or passed at a meeting of members of which 14 Clear Days' notice has been given of the intention to pass a special resolution and at which at least 75% of those voting vote in favour of it. Such a special resolution may be passed on shorter notice if 90% of the total number of members having the right to vote agree to such short notice.

7.2 Alterations may only be made to:

7.2.1 the Objects; or

7.2.2 to any clause in this Memorandum which directs the application of property on dissolution; or

7.2.3 to any clause in this Memorandum which gives Trustees or any members of the Charity any benefit with the Charity Commission's prior written consent where this is required by law.

7.3 The Charity shall inform the Charity Commission and Companies House of any alterations to the Memorandum and all future copies of the Memorandum issued must contain the alterations.

7.4 Alterations may also require the consent of other bodies.

## **8. Limited Liability**

8.1 The liability of the members is limited.

## **9. Guarantee by Members of the Charity**

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

## **10. Winding-up of the Charity**

If upon the winding up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Charity but shall be given or transferred to some other charity or charities the governing instrument of which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Charity under or by virtue of Clause 6 hereof such charity or charities to be determined by the members of the Charity at or before the time of dissolution, and if and so far as effect cannot

be given to such provision, then to some other charitable object subject to the prior approval of the Charity Commission for England and Wales.

**11. Model Memorandum or Articles**

- 11.1 This memorandum and the Articles exclude any model memorandum or articles created under the Companies Acts, including under section 19 of the Companies Act 2006.



Subscribers

We, the people whose names, addresses and signatures are written below, wish to form into a company pursuant to this Memorandum of Association.

Name: D A Cripps

Address: 42 Mathews Park Avenue

Stratford

London E15 4AE

Name: R Owtrim

Address: 49 High Street

Wing Leighton Buzzard

Beds

LU7 0HS

Dated: 7<sup>th</sup> November 1996

Witness to the above signatures

Name Alun Byrne

Company number: 3337948

Charity number: 1063733

## THE COMPANIES ACTS

### Company Limited by Guarantee and not having a Share Capital

## ARTICLES OF ASSOCIATION

of

## Transport for All

### 1. Meaning of Words

1.1 In these Articles and the Memorandum the words in the first column of the table below will have the meanings shown opposite them in the second column, as long as this meaning is consistent with the subject or context:-

1.2 Words	Meanings
Act	the Companies Acts 1985, 1989 and 2006 (to the extent in force) including any statutory modification or re-enactment thereof from time to time;
Articles	these Articles of Association;
Board	the Board of Trustees of the Charity, the members of which are the directors of the Charity and are charity trustees;
Chair	the Chair of the Board of Trustees or any person discharging the functions of the Chair;
Charities Act	the Charities Acts 1992, 1993 and 2006 (to the extent in force) including any statutory modification or re-enactment thereof from time to time;
Charity	the company regulated by these Articles;
Charity Commission	the Charity Commission of England and Wales;

Clear Days	in relation to a period of notice, the period excluding the day on which notice is given or deemed to be given and the date of the event to which the notice relates;
Month	calendar month;
Objects	the Objects of the Charity as defined in clause 3 of the Charity's Memorandum of Association;
Office	the registered office of the Charity;
Regulations	any rules, standing orders or regulations made in accordance with these Articles;
Signed	shall include faxes of signatures and other forms of authentication that are permitted by law;
Taxable Trading	carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;
Trustees	the directors of the Charity;
United Kingdom	Great Britain and Northern Ireland; and
in Writing	written, printed or lithographed or partly one and partly another, and other ways of showing and reproducing words in a visible form including by e-mail or fax (to the extent legally permissible).

1.3 Words in the singular form include the plural and vice versa.

1.4 The words "person" or "people" include corporations and unincorporated associations.

1.5 Apart from the words defined above, any words or expression defined in the Act will have the same meanings in these Articles, provided they are consistent with the subject or context.

1.6 Headings are not part of the Memorandum or Articles.

## **2. The Constitution of the Charity; Rights of Inspection**

2.1 The Charity is established for the Objects.

2.2 A copy of the Memorandum and Articles and any Regulations must be available for inspection by the members of the Charity at the Office. Any member who requests a copy of the Memorandum and Articles of Association must be sent a copy.

## **3. Members**

3.1 The number of members of the Charity is unlimited. They remain members until they cease to be members in accordance with these Articles.

- 3.2 The Charity must keep at the Office a register of members showing their name, postal address and dates of becoming a member and ceasing to be a member.
- 3.3 Subject to any restrictions permitted by the Act, the register is available for inspection by the members of the Charity without charge and any other person on payment of a fee prescribed by the Charity, subject to any maximum fee imposed by law. Where a non-member seeks to inspect the register, within five working days the Charity must either comply with the request or apply to the Court for permission not to comply with the request.
- 3.4 The Board may establish classes of associate membership with such description and with such rights and obligations (including without limitation the obligation to pay a subscription) as the Board thinks fit, and may admit and remove such associate members in accordance with Regulations made by the Board, provided that an associate member shall not be a member of the Charity for the purposes of the Articles or the Act.

#### **4. Membership**

- 4.1 The subscribers to the Memorandum and Articles and such other persons who are admitted to membership in accordance with these Articles shall be the members of the Charity.
- 4.2 Membership is open to:-
- 4.2.1 Any individuals aged 18 or over whom the Board decides to admit to membership; and
- 4.2.2 Any organisations whether incorporated or unincorporated which the Board decides to admit to membership.

The Trustees may determine criteria for membership but are not obliged to admit any person satisfying such criteria as members and may decline in their absolute discretion any person's application and need not give reasons for such decision.

- 4.3 Each member which is an organisation has the right to appoint one representative. At any time by giving notice in Writing to the Charity, that member can cancel the appointment of its representative and appoint another instead. The member must confirm the name of its representative at the Charity's request. The representative has the right to attend and to vote at general meetings of the Charity and any vote given shall be valid unless prior to the vote the Charity receives written notice ending the representative's authority.
- 4.4 Members which are organisations stop being members in the same way as individual members stop being members.
- 4.5 The Board may delegate the power to admit members.

#### **5. No transfer of Membership**

- 5.1 None of the rights of any member of the Charity may be transferred or transmitted to any other person.

## **6. Ending of Membership**

- 6.1 A member stops being a member of the Charity if:
- 6.1.1 the member resigns from membership by giving notice in Writing to the Charity; or
  - 6.1.2 membership is ended under Article 7; or
  - 6.1.3 the member's subscription (if any) remains unpaid six months after it is due and the Board resolves to end that member's membership; or
  - 6.1.4 the member fails to respond in Writing within 60 days of being sent a notice in Writing requesting confirmation that they wish to remain a member and the Board resolves to end membership. The notice must contain a warning that membership may be ended; or
  - 6.1.5 the member dies or the organisation ceases to function or is wound up.

## **7. Removal from Membership**

- 7.1 The Board may terminate membership by giving the member notice in Writing.
- 7.2 No later than 28 days after receiving that notice the member can appeal in Writing to the Charity against the termination. If an appeal is received within the time limit, the termination must be considered by the Board or a committee appointed by the Board. The member has the right to be heard at the meeting or may make written representations. The meeting must either confirm the termination or reinstate the member.

## **8. General Meetings**

- 8.1 The Charity shall hold a Bi-annual General Meeting in addition to any other general meeting in every other calendar year. The Bi-annual General Meeting must be specified as such in the notices calling it.
- 8.2 Not more than 28 months may pass between one Bi-annual General Meeting and the next.

## **9. Other General Meetings**

- 9.1 All general meetings except Bi-annual general meetings are called general meetings.

## **10. Calling of Other General Meetings**

- 10.1 The Board may call a general meeting whenever they wish. Such a meeting must also be called if not less than ten per cent. of the members of the Charity request it in Writing, or otherwise in accordance with the Act.

## **11. Notice of General Meetings**

- 11.1 A Bi-annual General Meeting or any other general meeting must be called by giving at least 14 Clear Days' notice in Writing. These notices must specify the place, date, time and the general nature of any business to be conducted and, in the case of a special resolution the exact wording of the resolution must be set out in the

notice. The notice must also include a statement informing the members of their right to appoint a proxy to exercise their rights to attend, speak and vote at the meeting. Notice of the meeting must be given to everyone entitled by these Articles to receive it and must be given in accordance with these Articles. A meeting may be held on shorter notice if it is agreed by not less than 90 per cent. of the members entitled to attend and vote at it.

**12. Quorum**

12.1 Business may be transacted at a general meeting only if a quorum of members is present in person or by proxy when the meeting begins to deal with its business. A quorum is 30 or 3% of the total membership whichever is lower.

**13. Adjournment if no Quorum**

13.1 If the meeting is called by the demand of members, it must be dissolved if, within half an hour after the appointed starting time, a quorum is not present. If called in any other way, the meeting may be adjourned to another day, time and place as the Board may decide.

13.2 If at the adjourned meeting a quorum is not present within half an hour after the appointed starting time, the members present will be a quorum.

**14. Chair**

14.1 The Chair (if any) of the Board should normally preside as Chair at every general meeting of the Charity. If there is no Chair, or if he or she is not present within 15 minutes after the appointed starting time or is unwilling to take the chair, the Board shall select the Chair of the meeting and in default the members at the meeting shall select a Chair.

**15. Adjournment of the Meeting**

15.1 The Chair may, with the consent of any meeting at which a quorum is present (and must if so directed by the meeting), adjourn the meeting from time to time and from place to place. But no business may be transacted at any adjourned meeting except business left unfinished at the meeting from which the adjournment took place.

15.2 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as for the original meeting. Apart from that, it is not necessary to give any notice of an adjourned meeting nor of the business to be done at it.

**16. Voting on Resolutions**

16.1 At any general meeting a resolution put to the vote of the meeting is decided by a show of hands by members unless a poll is demanded (before or after the result of the show of hands is declared). A poll may be demanded by the Chair or a member who is present save that no poll may be demanded on the election of a chairman of a meeting or on a any question of adjournment. Members may vote by proxy.

16.2 Members may appoint a proxy who need not be a member of the Charity. The proxy may be appointed by the member to exercise all or any of the member's rights to attend, speak vote and demand a poll at a meeting of the Charity.



postal or electronic ballot, it must inform the members that they have the right to choose whether to cast their votes electronically or by post.

**19. Declaration of Chair is Final**

- 19.1 Unless a poll is demanded, the Chair's declaration that a resolution has been carried by a particular majority or lost on a show of hands and an entry saying so in the minute book is conclusive evidence of the result. The number or proportion of the votes need not be entered in the minute book.
- 19.2 The demand for a poll may be withdrawn.

**20. When a poll is taken**

- 20.1 A poll must be taken immediately, if it is correctly demanded to elect a Chair or to decide upon an adjournment. Polls about other things will be taken whenever the Chair says so. Business which is not the subject of a poll may be dealt with before or during the poll.
- 20.2 The Chair will decide how a poll will be taken. The result of a poll will be treated as a resolution of the meeting.

**21. Voting and Speaking**

- 21.1 Every member including the Chair (if he is a member) has one vote at general meetings. The Chair does not have a casting vote at general meetings.
- 21.2 The auditor or reporting accountant has the right to attend and speak at general meetings.
- 21.3 A Trustee shall have the same rights as members to attend and speak at general meetings but shall not be entitled to vote at general meetings, unless the Trustee is also a member.

**22. Written Agreement to Resolution**

- 22.1 Except in the case of a resolution to remove a Trustee or the auditors before the expiry of their term, members may pass a valid resolution without a meeting being held. But for the resolution to be valid:
  - 22.1.1 it must be in Writing;
  - 22.1.2 in the case of a special resolution it must be Signed by at least 75 per cent. of all those members (or their duly authorised representatives) entitled to receive notice of and to attend general meetings;
  - 22.1.3 in the case of an ordinary resolution it must be Signed by a majority of all those members (or their duly authorised representatives) entitled to receive notice of and to attend general meetings;
  - 22.1.4 it may consist of two or more documents in identical form Signed by members; and
  - 22.1.5 the passing of the resolution must comply with any other requirements of the law from time to time.



**23. Management by the Board**

23.1 The business of the Charity is managed by the Board. They may pay all the expenses of promoting and registering the Charity. They may use all powers of the Charity which are not, by the Act or by these Articles, required to be used by a general meeting of the Charity.

**24. Payment of Subscriptions**

24.1 All members must pay the subscriptions (if any) that the Board decides from time to time. The Board may fix differing rates for subscriptions for different members or categories of members.

**25. Indemnity of Trustees**

25.1 To the extent permitted by law from time to time, but without prejudice to any indemnity to which a Trustee or other officer may otherwise be entitled the Charity shall indemnify every Trustee or other officer out of the assets of the Charity against all costs and liabilities incurred by him which relate to anything done or omitted or alleged to have been done or omitted by him as a Trustee or other officer save that no Trustee may be entitled to be indemnified:

25.1.1 for any liability incurred by him to the Charity or any associated company of the Charity (as defined by the Act for these purposes);

25.1.2 for any fine imposed in criminal proceedings;

25.1.3 for any sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature howsoever arising;

25.1.4 for any liability which he has incurred in defending any criminal proceedings in which he is convicted and such conviction has become final;

25.1.5 for any liability which he has incurred in defending any civil proceedings brought by the Charity or an associated company in which a final judgment has been given against him; and

25.1.6 for any liability which he has incurred in connection with any application under the Act in which the court refuses to grant him relief and such refusal has become final.

25.2 To the extent permitted by law from time to time, the Charity may provide funds to every Trustee or other officer to meet expenditure incurred or to be incurred by him in any proceedings (whether civil or criminal) brought by any party which relate to anything done or omitted or alleged to have been done or omitted by him as a Trustee or officer, provided that he will be obliged to repay such amounts no later than:

25.2.1 if he is convicted in proceedings, the date when the conviction becomes final; or

25.2.2 if judgment being given against him in proceedings, the date when the judgment becomes final; or

25.2.3 if the court refuses to grant him relief on any application under the Act, the date when refusal becomes final.

**26. Payment of reasonable expenses to Trustees**

26.1 The Trustees may be paid reasonable out-of-pocket expenses that they have properly incurred in connection with the business of the Charity but shall not be paid any other remuneration except as permitted in the Memorandum of Association or by law.

**27. The Keeping of Minutes**

27.1 The Board must have minutes entered in the minute books:-

27.1.1 of all appointments of officers by the Board;

27.1.2 of the names of the Trustees present at each of its meetings and of any committee of the Board; and

27.1.3 of all resolutions and proceedings at all meetings of:

(a) The Charity;

(b) The Board; and

(c) Committees of the Board.

**28. The Make-up of the Board**

28.1 The Board consists of:-

28.1.1 not fewer than six and no more than 12 persons elected by members of the Charity; and

28.1.2 not more than four additional individuals co-opted at any time by the Board in accordance with Article 32.1.

28.2 Where there are no more candidates than vacant posts the candidates shall be declared elected at the Bi-annual General Meeting without the necessity of a ballot.

**29. Retirement of members of the Board**

29.1 At each Bi-annual General Meeting of the Charity one half of the elected Trustees for the time being or if their number is not two or a multiple of two, then the lower number nearest to one half shall retire from office. For the avoidance of doubt, co-opted Trustees and any Trustee who is being elected for the first time shall not count towards the calculation of one half.

29.2 The Trustees to retire every other year shall be those who have been longest in office since their last election by the members, but as between persons who became Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

29.3 Subject to Article 29.4, a retiring Trustee shall be eligible for re-election by the members.

29.4 At the fourth Bi-annual General Meeting of the Charity after his initial election by the members each Trustee (other than any co-opted Trustee) shall retire and shall not be eligible for re-election until he has had at least one year out of office. Thereafter he shall be eligible for re-election by the members on the recommendation of the Board but may only serve as a Trustee for a maximum of four further years after his re-election.

29.5 A Trustee may stand for re-election for a further term without taking a period out of office (the length of which to be decided by the Board) provided that this is approved by a resolution of the Board passed by a majority of at least 75% of those voting.

29.6 Notwithstanding Articles 28 and 29, where the Charity does not hold a Bi-annual General Meeting in any year the retirement shall take place at the end of the first Board meeting in the following year and instead of election by the members the election of the Trustee(s) shall be by Board resolution.

### **30. Change in composition of the Board**

30.1 The make-up and number of the Board may be varied by resolution of members in General Meeting or by amendment to these Articles but at no time may the number of the Board be reduced to below three.

### **31. Notification of change of members of the Board to the Registrar of Companies**

31.1 All appointments, retirements or removals of Trustees and the Company Secretary (if appointed) must be notified to the Registrar of Companies.

### **32. Filling vacancies in the Board and Co-option**

32.1 The Board may also co-opt up to four additional persons onto the Board at any time in excess of the maximum number of Trustees set out in Article 28.1.1 who shall hold office until the next Bi-annual General Meeting unless they cease to be a Trustee prior to that by virtue of Article 33 or 34. If in any calendar year no Bi-annual General Meeting is held, a co-opted trustee shall hold office until the end of the first Board meeting in the calendar year after their appointment. A co-opted Trustee may be removed by the Board at any time and may not be co-opted more than six times. In the event that a co-opted Trustee goes on to be elected by the members, for the purposes of the retirement provisions in Article 29 his initial appointment shall be the date on which he was first co-opted.

32.2 Such appointees or co-optees may vote at meetings of the Board.

### **33. Ending of Board Membership**

33.1 A Trustee ceases to hold office if he or she:-

33.1.1 becomes bankrupt or makes any arrangement or composition with his or her creditors generally; or

33.1.2 becomes barred from membership of the Board because of any order made under the Act or the Charities Act 1993; or

- 33.1.3 is considered by the Board to have become incapable whether mentally or physically of managing his or her own affairs and a majority of the other Trustees resolve that he must cease to hold office; or
- 33.1.4 resigns the office by notice in writing to the Charity but only if at least three Trustees will remain in office when the resignation takes effect; or
- 33.1.5 is absent from 3 consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign; or
- 33.1.6 breaches his duties under the Act and in particular the duties for the proper management of conflicts of interest and the Board resolves by a resolution by 75 per cent. of the other Trustees present and voting at a meeting and that prior to such a meeting the Trustee in question has been given written notice of the intention to propose such a resolution at the meeting; or
- 33.1.7 is removed from office under Article 34; or
- 33.1.8 is a co-opted Trustee and is removed by the Board under Article 32.1; or
- 33.1.9 is removed from office by a resolution of at least 75% of the other Trustees present and voting at a Board meeting at which at least half of the serving Trustees are present provided that prior to such a meeting the Trustee in question has been given written notice of the intention to propose such a resolution at the meeting.

#### **34. Removal of a Trustee by a General Meeting**

- 34.1 A general meeting of members of the Charity may remove any Trustee before the end of his or her period of office whatever the rest of these Articles or any agreement between the Charity and the Trustee may say.
- 34.2 Removal can take place only by the members of Charity passing an ordinary resolution saying so. 10% of the member(s) of the Charity may give a notice to the Charity of the intention to remove a Trustee and/or appoint a replacement. At least 28 Clear Days' notice before the meeting in question must be given to the Charity. Once the Charity receives such notice it must immediately send a copy to the Trustee concerned. He or she has a right to be heard at the general meeting. He or she also has the right to make a written statement of reasonable length. If the statement is received in time it must be circulated with the notice of the meeting. If it is not sent out, the Trustee may require it to be read to the meeting. The right to remove a Trustee given under the Article is in addition to, and separate from, rights given under the Act.

#### **35. Meetings of the Board**

- 35.1 The Board may meet, adjourn and run its meetings as it wishes, subject to the rest of these Articles.
- 35.2 Questions arising at any meeting must be decided by a majority of votes. Every Trustee has one vote including the Chair. If the votes are equal, the Chair has a second or casting vote.
- 35.3 The Charity, if requested by the Chair or a Trustee must summon a meeting of the Board.

35.4 Notice of a Board Meeting need not be given to any Trustee who is out of the United Kingdom.

35.5 Meetings may be held in person, by telephone, or by suitable electronic means agreed by the Board in which all participants may communicate with all other participants.

### **36. Conflicts of Interest**

36.1 Where the duty of a Trustee under section 175(1) of Companies Act 2006 to avoid conflict of interest would otherwise be infringed in relation to a particular situation, transaction or arrangement, the duty is not infringed if:

36.1.1 the matter in relation to which that duty exists has been proposed to the Trustees at a meeting of the Trustees and has been authorised by them; and

36.1.2 any requirement as to the quorum of such meeting is met without counting the Trustee in question, or any other interested Trustee; and

36.1.3 the matter was agreed to without any such Trustee voting, or would have been agreed to if the vote of any such Trustee had not been counted.

36.2 The Trustees shall also observe the other duties and rules in the Act, and such other rules as the Board adopts, as to the management of conflicts of duty or interest and to the extent required by law every Trustee shall fully disclose to the Board the circumstances giving rise to any conflict or potential conflict that he has.

### **37. Officers of the Board**

37.1 The Board may elect or remove the Chair or any other officers that it wishes. Officers shall be appointed from among the Trustees.

### **38. Quorum for the Board**

38.1 The quorum necessary for business to be done at a Board meeting is a third of the Trustees subject to a minimum of three and where one third does not produce a whole number the quorum shall be the next higher whole number. A Trustee shall not be counted in the quorum at a meeting in relation to a resolution on which he is not entitled to vote.

### **39. Vacancies on the Board**

39.1 The Board may act despite any vacancy on the Board, but if the number of Trustees falls below the quorum, it may act only to summon a general meeting of the Charity or to appoint further trustees.

### **40. A Resolution may be Approved by Signature Without a Meeting**

40.1 A resolution in Writing Signed by all of the Trustees or any committee is as valid as if it had been passed at a properly held meeting of the Board or committee. The resolution may consist of several documents in the same form Signed by one or more members of the Board or committee.

**41. Validity of Acts Done at Meetings**

41.1 If it is discovered that there was some defect in the procedure at a meeting or the appointment of a Trustee or that he or she was disqualified, anything done before the discovery at any meeting of the Board is as valid as if there were no defect or disqualification.

**42. Delegation by the Board**

42.1 The Board may delegate the administration of any of its powers to individual Trustees or committees of Trustees and any such committee or Trustee must conform to any rules that the Board imposes on it.

42.2 The Board may co-opt any person or people who are not Trustees to serve on the committee.

42.3 All acts and proceedings of the committee or Trustees must be reported to the Board as soon as possible.

**43. Chair of Committees**

43.1 A committee may elect a chair of its meetings if the Board does not nominate one.

43.2 If at any meeting the committee's chair is not present within 10 minutes after the appointed starting time, the members present may choose one of their number to be chair of the meeting.

**44. Meetings of Committees**

44.1 A committee may meet and adjourn whenever it chooses.

44.2 Questions at the meeting must be decided by a majority of votes of the members present.

44.3 A committee must have minutes entered in minute books.

**45. Appointment and Removal of the Company Secretary**

45.1 The Board may but, subject to the Act, need not appoint a Company Secretary and may decide his or her period of office, pay (if not a Trustee) and any conditions of service, and may remove them from office.

**46. Actions of Trustees and Company Secretary**

46.1 The Act says that some actions must or may be taken both by a Trustee and by the Company Secretary. If one person is both a Trustee and Company Secretary, that one person may not act in the capacity of both Trustee and Company Secretary for any business that requires the action of both a Trustee and the Company Secretary.

**47. Proper Accounts must be Kept**

47.1 Accounts shall be prepared in accordance with the Act and the Charities Act.

**48. Books must be Kept at the Office**

- 48.1 The books of account must be kept at the Office or at other places decided by the Board. The books of account must always be open to inspection by Trustees.

**49. Inspection of Books**

- 49.1 The Trustees must decide whether, how far, when, where and under what rules the books of account may be inspected by members who are not Trustees. A member who is not a Trustee may only inspect a book of account or document of the Charity if the right is given by law or authorised by the Trustees or a general meeting.

**50. Accounts and Returns**

- 50.1 The Board must, for each financial year, send a copy of its annual accounts and reports (or summary financial statements where appropriate) to every person who is entitled to receive notice of general meetings.

- 50.2 Copies need not be sent to a person for whom the Charity does not have a current address (as defined in Companies Act 2006).

- 50.3 The deadline for sending out the accounts and reports (or summary financial statements) is as follows:

50.3.1 The deadline for filing the Charity's accounts and reports with Companies House, as prescribed by the Companies Act 2006; or

50.3.2 If earlier, the date on which the Charity actually files the accounts and reports (or summary financial statements) with Companies House.

- 50.4 To the extent required by law, the Board must file the accounts and reports (or summary financial statements) with Companies House and with the Charity Commission within any deadlines specified by law or by the Charity Commission.

- 50.5 The Board must file with Companies House and the Charity Commission all annual returns and other documents that are required to be filed, within any deadlines specified by law or by the Charity Commission.

**51. Appointment of Reporting Accountants or Auditors**

- 51.1 The Charity must appoint properly qualified reporting accountants or properly qualified auditors if the level of the Charity's income or assets from time to time makes this a legal requirement.

**52. Service of Notices**

- 52.1 The Charity may give notice to any member either:

52.1.1 personally; or

52.1.2 by delivering it or sending it by ordinary post to the member's registered address; or

52.1.3 if the member has provided the Charity with a fax number, by sending it by fax to that member. This is subject to the member having consented to receipt of notice in this way, where this is a legal requirement; or

52.1.4 if the member has provided the Charity with an e-mail address, by sending it by e-mail to that address. This is subject to the member having consented to receipt of notice in this way, where this is a legal requirement; or

52.1.5 in accordance with the provisions for notice on a website set out below

If the member lacks a registered address within the United Kingdom, notice may be sent to any address within the United Kingdom which he or she has given the Charity for that purpose or in accordance with 52.1.1, 52.1.3, 52.1.4 or 52.1.5 above but otherwise no member not within the United Kingdom shall be entitled to receive any notice from the Charity.

52.2 If a notice is sent by post, it will be treated as having been served by properly addressing, pre-paying and posting a sealed envelope containing the notice. If sent by fax or email it will be treated as properly sent if the Charity receives no indication that it has not been received.

52.3 If sent by post in accordance with this Article, the notice will be treated as having been received 48 hours after the envelope containing it was posted if posted by first class post and 72 hours after posting if posted by second class post. If sent by fax or email, the notice will be treated as having been received 24 hours after having been properly sent.

52.4 The Charity may assume that any fax number or e-mail address given to it by a member remains valid unless the member informs the Charity that it is not.

52.5 Where a member has informed the Charity in Writing of his consent, or has given deemed consent in accordance with the Act, to receiving notices from the Charity by means of a website, notice will be validly given if the Charity sends that member a notification informing him that the documents forming part of the notice may be viewed on a specified website. The notification must provide the website address, and the place on the website where the notice may be accessed and an explanation of how it may be accessed. If the notice relates to a general meeting the notification must state that it concerns a notice of a general meeting and give the place, date and time of the meeting. The notice must be available on the website throughout the notice period until the end of the meeting in question.

### **53. Accidental Omission of Notice**

53.1 Sometimes a person entitled to receive a notice of a meeting does not receive it because of accidental omission or some other similar reason. This does not invalidate the proceedings of that meeting.

### **54. Who is Entitled to Notice of General Meetings**

54.1 Notice of every general meeting must be given to:-

54.1.1 every member (except those members who lack a registered address within the United Kingdom and have not given the Charity an address for notices within the United Kingdom and have not consented to receiving notice by email or fax);

54.1.2 the reporting accountants or auditor of the Charity; and



54.1.3 all Trustees.

54.2 No one else is entitled to receive notice of general meetings.

**55. Alteration of the Articles**

55.1 The Charity may alter these Articles only by a special resolution. A special resolution may be passed as a written special resolution or passed at a meeting of members of which 14 Clear Days' notice has been given of the intention to pass a special resolution and at which at least 75% of those voting vote in favour of it. Such a resolution may be passed on shorter notice if 90% of members having the right to vote agree to such short notice.

55.2 No alteration may be made to an Article which amends the objects, or which directs the application of property on dissolution, or which authorises any benefit for members or Trustees without the Charity Commission's prior written approval where that is required by law.

55.3 The Charity shall inform the Charity Commission and Companies House of any alterations to the Articles and all future copies of the Articles issued must contain the alterations.

55.4 Alterations may also require the consent of other bodies.

**56. Regulations**

56.1 The Board may make such regulations, by-laws or standing orders as it sees fit. These must not be inconsistent with the Articles or such that they would otherwise need to be made by a special resolution. No regulation may be made which invalidates any prior act of the Board which would otherwise have been valid.

**57. Dissolution of the Charity**

57.1 A general meeting may decide at any time to dissolve the Charity.

57.2 Any surplus must be used in accordance with the provisions of the Memorandum of Association.

Subscribers

We, the people whose names, addresses and signatures are written below, wish to form into a company pursuant to this Memorandum of Association.

Name: D A Cripps

Address: 42 Mathews Park Avenue  
Stratford  
London E15 4AE

Name: R Owtrim

Address: 49 High Street  
Wing Leighton Buzzard  
Beds  
LU7 0HS

Dated: 7<sup>th</sup> November 1996

Witness to the above signatures

Name: Alun Byrne