

Notes from PAVS

*The following is the '**Model Memorandum & Articles of Association for a Charitable Company**' provided by the **Charity Commission for England and Wales (GD1) June 2003 edition.***

We have reproduced the whole document including all notes. The notes have been included in brackets and italics and should be deleted (including this page) once the final form of the document has been agreed. Any alternative clauses not used should also be deleted.

Page numbers have not been included; however they could be added when the final document is agreed.

Once a final form has been agreed the clauses and any sub-clauses should be numbered in sequence.

*While the model is undergoing preparation and until a final form is agreed it is called a draft. If a number of drafts are prepared you should always mark them, for instance '**draft #2 dated 21/1/99**' to ensure that everyone involved in discussing the draft is using the same basic document.*

If you have any queries concerning preparing the document please do not hesitate to contact PAVS.

GD1 – Model Memorandum and Articles of Association for a Charitable Company (June 2003)

A charity may need to take the form of a company when there is a risk that it might incur large financial liabilities because, for example, it is expected to:

- control substantial assets; or
- employ staff; and/or
- engage in charitable purposes involving commercial risks.

You may find it helpful to begin by reading our publications "Registering as a Charity" (CC21) and "Choosing and Preparing a Governing Document" (CC22). The checklist of questions referred to in CC21 will help you to decide how best to set up the charity. CC22 gives advice on the practicalities of completing the charity's governing document and on the different provisions which may be needed. The people responsible for running the charity will have responsibilities both as charity trustees and as company directors (the term we use in this document) and that publication summarises the implications of this. If you then propose to use this model memorandum and articles of association, please read it through carefully, including the guidance notes. The Registration Application Pack contains guidance and forms (APP1 and DEC1) to enable you to apply to us for registration of the charity. Organisations with projected annual incomes of under £10,000 which substantively use this model, and which complete the APP1 and DEC1 sufficiently, can expect in the usual course of events to have their application decided within 46 days: the target for registering larger charities on this basis is 92 days.

This model provides a number of alternative clauses. Which clauses you choose will depend on how you wish the charity to be structured and to work. The model is not comprehensive, however, and if you want to include any special or complex provisions which are not contained in the model you should consider asking a solicitor to help you. We may require more time to consider any such specialist changes. It is important to make clear what changes you make.

When you have completed this document please check that you have filled in all the gaps, deleted any clauses which are not appropriate and numbered all the remaining clauses in sequence.

You will need to send to the Commission:

- Completed APP 1 and DEC 1;
- Two copies of Memorandum and Articles of Association clearly showing the subscribers' details and certified as a true and complete copy by a solicitor or by one of the new company's directors or its company secretary; and
- A copy of the Certificate of Incorporation (or the Certificate of Incorporation on Change of Name).

Applications for companies with an expected annual income of less than £10,000 should be made to our Liverpool office; all other applications should be made to our Taunton office. The addresses are given below.

The Commission cannot guarantee that a proposed organisation which uses a model as its governing document will be accepted as charitable. Every case has to be considered separately.

- Charity Commission, 8th Floor, Clarence House, Clarence Place, Newport, S.Wales, NP19 7AA
- Charity Commission, 2nd Floor, 20 Kings Parade, Queens Dock, Liverpool, L3 4DQ
- Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL
- General Enquiries: 0870 3330123 Website: www.charitycommission.gov.uk

THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE

Memorandum of Association of

(Insert the name of the company.)

.....

1. The Company's name is

(Insert the name of the company. In general, the Commission can accept any name unless it infringes the principles set out in section 6 of the Charities Act 1993, which are explained in our publication CC21 and in our Operational Guidance (OG18 - "Names") available on our website. In very broad terms, the name should not be misleading, offensive or likely to be confused with the name of an existing charity)

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(And in this document it is called the Charity).

2. (Option 1)

The Charity's registered office is to be situated in England.

(Option 2)

The Charity's registered office is to be situated in Wales.

3. The Charity's objects (the Objects) are:

(Insert the purpose for which the company has been formed. A charity's objects must be expressed in exclusively charitable terms and this can be quite difficult. Guidance is available in our publication CC22 ("Choosing and Preparing a Governing Document"). The key elements to include are:

- The purpose itself (e.g. establishing and running a school);*
- The people who can benefit (in our example, school age children); and, if appropriate*
- Any geographic limits which may be needed to define the area of benefit. This will not always be necessary. If you do include an area of benefit, it is common to define it by reference to a local government area: this has the advantage of clarity and simplicity, but can create problems if the area is subsequently altered or abolished.)*

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4. (1) In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose)

(It is useful to include these powers to avoid any misunderstanding of the nature of the key powers available to the charity and the conditions that have to be met when exercising the powers. Examples of powers that companies already have include a power to insure and a power to amend the memorandum and articles of association: note however that this power of amendment may in many circumstances only be exercised with our prior consent under s.64 of the Charities Act 1993 (see our Operational Guidance (OG47) "Alterations of governing documents: charitable companies" on our website).

(a) To raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

(This sub-clause provides a general power to raise funds through a wide variety of methods including inviting and receiving donations and legacies. The only restriction here is that it does not allow the charity to engage in substantial permanent trading for the purpose of raising funds. (Trading on a small scale is allowed. The Inland Revenue provides guidance on the tax treatment of different sorts of trading). If your charity is likely to raise funds from trading, our publication CC35 ("Charities and Trading") provides detailed advice. The terms of this power do not prevent trading in order to carry out the charity's object - for example, an educational charity can charge fees for the educational services it provides.)

(b) To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(This power is helpful if the charity is to acquire property either for use as office premises or functionally (such as a playground or school site). Our publication CC33 ("Acquiring Land") contains further guidance on the issue.)

(c) 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 36 and 37 of the Charities Act 1993;

(This power enables the charity to dispose of its property. Sections 36 and 37 of the Charities Act 1993 apply to most charities and require compliance with certain conditions to ensure that charity property is disposed of for the best terms reasonably obtainable. Our publication CC28 ("Disposing of Charity Land") provides more information about this.)

(d) 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. The Charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land;

(This provides the Company with an explicit power to borrow. It also makes clear that if this power involves securing the loan on land of the Charity, it must comply with the requirements of the Charities Act 1993. Briefly, the Act requires that the Directors take advice and provide certain certificates/statements when they are borrowing money by way of mortgage. Our Operational Guidance OG22 ("Borrowing and Mortgages") on our website provides detailed information on this.)

(e) To co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(f) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;

(g) To acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;

(h) To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(j) 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 clause 5 and provided it complies with the conditions in that clause;

(This power cannot be used to employ Directors as staff. See Clause 5).

- (k) To:
 - (i) Deposit or invest funds;
 - (ii) Employ a professional fund-manager; and
 - (iii) Arrange for the investments or other property of the Charity to be held in the name of a nominee;

(The Trustee Act 2000 provides wide powers of investment and requires the Charity to take advice and to consider the need to invest in a range of different investments. Our publication CC14 ("Investment of Charitable Funds") provides more information about Charity investments. The powers to employ agents, nominees and custodians are of particular use where the Charity wishes to use an investment manager).

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;

- (l) To provide indemnity insurance for the Directors or any other officer of the Charity in relation to any such liability as is mentioned in sub clause (2) of this clause, but subject to the restrictions specified in sub clause (3) of the clause;
- (m) 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;
- (n) to do all such other lawful things as are necessary for the achievement of the Objects;

(2) The liabilities referred to in sub-clause (1) (l) are:

- (a) any liability that by virtue of any rule of law would otherwise attach to a director of a company in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
- (b) the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

(3) (a) The following liabilities are excluded from sub-clause (2) (a):

- (i) fines;
- (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Director or other officer;
- (iii) liabilities to the Charity that result from conduct that the Director or other officer knew or must be assumed to have known was not in the best interests of the Charity or about which the person concerned did not care whether it was in the best interests of the Charity or not.
- (b) There is excluded from sub-clause 2(b) any liability to make such a contribution where the basis of the Director's liability is his or her 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.

- 5(1) The income and property of the Charity shall be applied solely towards the promotion of the Objects. *(The income of a charity must be applied solely to further its objects and not to benefit the members. The Directors have a duty to ensure that the funds are correctly applied in accordance with this principle.)*
- (2) (a) 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 or her when acting on behalf of the Charity.
 (b) Subject to the restrictions in sub-clauses 4(2) and 4(3), a Director may benefit from trustee indemnity insurance cover purchased at the Charity's expense.
- (3) 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:
- (a) a benefit from the Charity in the capacity of a beneficiary of the Charity;
 (b) reasonable and proper remuneration for any goods or services supplied to the Charity.
- (4) *(A Charity Director may not derive any financial benefit from his or her office unless specifically authorised to do so by the Charity Commission or the express terms of the governing document of the Charity. This prohibition extends to people closely connected to the Director - see clause 5(7) (b).)*

Use Option 1 and delete Option 2 (sub clauses 4-6) if the Charity will want to prohibit the Directors from receiving any payment from the Charity other than for the type of expenses permitted at sub-clause (5)(2). Any departure from this principle would require the authority of the Charity Commission - our publication CC11 ("Payment of Charity Trustees") advises on the considerations when seeking the Commission's authority in these circumstances.

Use Option 2 (sub-clauses 4-6) and delete Option 1 if it is thought that it will be in the interests of the charity to allow one or more of the Directors to enter into the sorts of transactions covered in 5(5) subject to compliance with the conditions at 5(6).)

Option 1

- (4) No Director may:
- (a) buy goods or services from the Charity; *(This does not prevent a Director from buying or leasing land from the charity: such transactions will however require the Commission's consent under s.36 of the Charities Act 1993.)*
- (b) sell goods, services or any interest in land to the Charity;
- (c) be employed by or receive any remuneration from the Charity;
- (d) receive any other financial benefit from the Charity; unless the payment or transaction is previously and expressly authorised in writing by the Charity Commission. *(Our publication CC11 ("Payment of Charity Trustees") explains the circumstances in which we will authorise a payment to a Director.)*

Option 2

- (4) No Director may:
- (a) buy any goods or services from the Charity;
- (b) sell goods, services, or any interest in land to the Charity;
- (c) be employed by, or receive any remuneration from the Charity;

- (d) receive any other financial benefit from the Charity;
unless:
- (i) the payment is permitted by sub-clause (5) of this clause and the Directors follow the procedure and observe the conditions set out in sub-clause (6) of this clause; or
 - (ii) the Directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

(5) *((a) - (e) set out possible powers to permit a range of different benefits for Directors if Option 2 is used and it is going to be in the interests of the charity to include these.*

Note that these powers must only be exercised where the Directors can comply with the conditions laid down in sub-clause 5(6) which are intended to avoid the conflict of interest that would otherwise arise when a Director benefits from the charity.

These powers cannot be adopted by existing charities without the authority of the Charity Commission. None of these options permits the Directors to receive payment for acting as Director.)

- (a) A Director may receive a benefit from the Charity in the capacity of a beneficiary of the Charity.
- (b) A Director may be employed by the Charity or enter into a contract for the supply of goods or services to the Charity, other than for acting as a Director. *(This empowers the Charity (subject to the conditions in 5(6)) to pay for services (whether of a professional nature or not) provided by a Director or their firm).*
- (c) A Director may receive interest on money lent to the Charity at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Directors.
- (d) A company of which a Director is a member may receive fees remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Director holds no more than 1% of the issued capital of that company.
- (e) A Director may receive rent for premises let by the Director to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper.

- (6) (a) The Charity and its Directors may only rely upon the authority provided by sub-clause 5(5) if each of the following conditions is satisfied:
- (i) The remuneration or other sums paid to the Director do not exceed an amount that is reasonable in all the circumstances.
 - (ii) The Director is absent from the part of any meeting at which there is discussion of:
 - his or her employment or remuneration, or any matter concerning the contract; or
 - his or her performance in the employment, or his or her performance of the contract; or
 - any proposal to enter into any other contract or arrangement with him or her or to confer any benefit upon him or her that would be permitted under sub-clause 5(5); or
 - any other matter relating to a payment or the conferring of any benefit permitted by sub-clause 5(5).

- (iii) The Director 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.
 - (iv) The other Directors are satisfied that it is in the interests of the Charity to employ or to contract with that Director rather than with someone who is not a Director. In reaching that decision the Directors must balance the advantage of employing a Director against those disadvantages of doing so (especially the loss of the Director's services as a result of dealing with the Director's conflict of interest).
 - (v) The reason for their decision is recorded by the Directors in the minute book.
 - (vi) A majority of the Directors then in office have received no such payments.
- (b) The employment or remuneration of a Director includes the engagement or remuneration of any firm or company in which the Director is:
- (i) a partner;
 - (ii) an employee;
 - (iii) a consultant;
 - (iv) a director; or
 - (v) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Director holds less than 1% of the issued capital.

(These conditions are designed to ensure the proper management of any proposed or actual payment to a Director where Option 2 is chosen. Note that Article 39 of the Articles of Association imposes a wider duty on the Directors to absent themselves from any discussion where there may be a conflict between their personal interests and those of the charity. This would include, for example, discussions about the need for the provision of a particular service for which one of the Directors might have an interest in supplying.)

- (7) *(If Option 1 is chosen, renumber this as clause 5(5) and delete “-(6)” after “2” in the first line.)*
 In sub-clauses (2)-(6) of this clause 5:
- (a) "Charity" shall include any company in which the Charity:
 - holds more than 50% of the shares; or
 - controls more than 50% of the voting rights attached to the shares; or
 - has the right to appoint one or more directors to the Board of the company
 - (b) "Director" shall include any child, parent, grandchild, grandparent, brother, sister or spouse of the Director or any person living with the Director as his or her partner.
- 6 The liability of the members is limited.
- 7 Every member promises, if the Charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a

member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

8 *(The Charity has power under the Companies Acts to wind up. The Directors must comply with company law in using that power and provide Companies House with the required documentation. In these circumstances, Directors will need to send to us promptly a certified copy of the relevant resolution and a copy of the final accounts.)*

- (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:
 - (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity for use for particular purposes that fall within the Objects;

- (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 dissolution of the Charity be applied or transferred:
 - (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects.

- (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 such resolution 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.

THE COMPANIES ACTS 1985 AND 1989
COMPANY LIMITED BY GUARANTEE

Articles of Association of

(Insert company name)

Interpretation.

1 In these articles:

"the Act" means the Companies Act 1985;

"address" means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the Charity;

"the Charity" means the company intended to be regulated by these 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;

"the Commission" means the Charity Commissioners for England and Wales;

"the memorandum" means the memorandum of association of the Charity;

"officers" includes the Directors and the secretary;

"the seal" means the common seal of the Charity if it has one;

"secretary" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

"the Directors" mean the directors of the Charity. The directors are charity trustees as defined by Section 97 of the Charities Act 1993;

"the United Kingdom" means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in these articles have the same meaning as in the Act but excluding any statutory modification not in force when this constitution becomes binding on the Charity. Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Members.

- 2(1) The subscribers to the memorandum are the first members of the Charity.
- (2) Membership is open to other individuals or organisations who:
 - (a) apply to the Charity in the form required by the Directors; and
 - (b) are approved by the Directors.
- (3) (a) 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.
(b) The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
(c) 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.
- (4) Membership is not transferable to anyone else.
- (5) The Directors must keep a register of names and addresses of the members.

(It is very important for the good administration of the Charity to keep the register of members up-to-date: failure to do so can result in a number of problems, including serious difficulties with the calling of annual or extraordinary general meetings. It should also be remembered that s.356 of the Companies Act 1985 sets out certain requirements for making the register available to members of the charity and to the public.)

Classes of Membership

- 3(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.
- (2) The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- (3) The rights attached to a class of membership may only be varied if:
 - (a) three-quarters of the members of that class consent in writing to the variation; or
 - (b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- (4) The provisions in these articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

Termination of Membership.

- (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 or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) 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;

(b) 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.

General meetings. (*We provide guidance on meetings in our booklet CC48"Charities and Meetings", produced in association with ICSA (The Institute of Chartered Secretaries and Administrators)*).

- 5(1) The Charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- (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.
- (3) All general meetings other than annual general meetings shall be called extraordinary general meetings.

6 The Directors may call an extraordinary general meeting at any time.

Notice of general meetings.

- 7(1) The minimum periods of notice required to hold general meetings of the Charity are:
 - twenty-one clear days for an annual general meeting and an extraordinary general meeting called for the passing of a special resolution;
 - fourteen clear days for all other extraordinary general meetings.
- (2) A general meeting may be called by shorter notice if it is so agreed:
 - in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - in the case of an extraordinary general meeting, by a majority in number of members having a right to attend and vote at the meeting who together hold not less than 95 percent of the total voting rights.
- (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.
- (4) The notice must be given to all the members and to the Directors and auditors.

8 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.

Proceedings at general meetings.

- 9(1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:
 - [] members entitled to vote upon the business to be conducted at the meeting; or
 - one tenth of the total membership at the time

whichever is the greater. (*Insert the figure for the quorum. This should be set with care. If it is too high, any absences may make it difficult to have a valid meeting. If it is too low, a small minority may be*

able to impose its views unreasonably. Note that article 10 sets out the procedure for dealing with situations where the meeting is inquorate.)

(3) The authorised representative of a member organisation shall be counted in the quorum;

10(1) If:

(a) a quorum is not present within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present;

the meeting shall be adjourned to such time and place as the Directors shall determine.

(2) 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.

(3) If no quorum is present at the reconvened meeting with fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting. *(Note that this provision permits the rescheduled meeting to proceed without a quorum being present within 15 minutes of the specified start time. It also means that the number of members present 15 minutes after the scheduled start of the meeting will form the quorum if the quorum required at Article 9(2) is not achieved.)*

11(1) General meeting shall be chaired by the person who has been appointed to chair meetings of the Directors.

(2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Director nominated by the Directors shall chair the meeting.

(3) If there is only one Director present and willing to act, he or she shall chair the meeting.

(4) If no Director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their numbers to chair the meeting.

12(1) The members present at a meeting may resolve by ordinary resolution that the meeting shall be adjourned. *(This is a discretionary power for the members to adjourn a quorate meeting. This differs from the adjournment provisions in article 10 which are not discretionary and must be used where a general meeting is not quorate.)*

(2) The person who is chairing the meeting must decide the date time and place at which meeting is to be reconvened unless those details are specified in the resolution.

(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.

(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.

(Article 13 - This sets out how votes may be taken. A poll is a formal count of votes on a resolution. It can be useful where a show of hands is inconclusive: it is also sensible where the votes of certain categories of member count for more than those of others and where there is a concern that this would not be recognised in a show of hands where the result is close.)

- 13(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
- (a) by the person chairing the meeting;
 - (b) by at least two members having the right to vote at the meeting; or
 - (c) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- (2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- (b) 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.
- (3) (a) 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.
- (b) 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.
- (4) (a) 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.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) 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.
- (c) The poll must be taken within thirty days after it has been demanded. (*Where it is decided that a poll is to take place in these circumstances after a general meeting, all the members of the charity are entitled to vote.*)
- (d) 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.
- (e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

14 If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

15 A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

Votes of members.

16(1) Subject to Articles 3 and 14 and the next paragraph, every member, whether an individual or an organisation shall have one vote.

(2) No member shall be entitled to vote at any general meeting or at any the adjourned meeting if he or she owes any money to the Charity. Article (*The notice for any general meeting should remind members of this requirement. We would recommend that there is a*

reasonable gap between the deadline for payment of subscriptions (or any other regular payments by members to the charity) and the holding of a general meeting to reduce the risk of this becoming an administrative problem for the charity.)

17 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.

18(1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.

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

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

Directors.

19(1) A Director must be a natural person aged 18 years or older. (*By "natural person" we mean a human being rather than a company which can in some circumstances be regarded as a "person".*)

(2) No one may be appointed a Director if he or she would be disqualified from acting under the provisions of Article 31.

20 The number of Directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

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

22 A Director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the Directors.

Powers of Directors.

23(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 Act, the memorandum, these articles or any special resolution.

(2) No alteration of the memorandum or these articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.

(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.

Retirement.

24 At the first annual general meeting all the Directors must retire from office unless by the close of the meeting the members have failed to elect sufficient Directors to hold a quorate meeting of the Directors. At each subsequent annual general meeting one-third of the Directors or, if their number is not three or a multiple of three, the number nearest to one third must retire from office. If there is only one Director he or she must retire.

25(1) The Directors to retire by rotation shall be those who have been longest in office since their last appointment. If any Directors became or were appointed Directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

(2) If a Director is required to retire at an annual general meeting by a provision of these articles the retirement shall take effect upon the conclusion of the meeting.

The Appointment of Directors.

26 The Charity may by ordinary resolution:

- appoint a person who is willing to act to be a Director; and
- determine the rotation in which any additional Directors are to retire.

27 *(Our report "Trustee Recruitment, Selection and Induction" (RS1) provides guidance on effective methods of recruiting new charity trustees or directors and of familiarising them with the Charity.)* No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless:

(1) he or she is recommended for re-election by the Directors; or

(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:

(a) is signed by a member entitled to vote at the meeting;

(b) states the member's intention to propose the appointment of a person as a Director

(c) contains the details that, if the person were to be appointed, the; and

Companies House. *(Certain details of newly appointed trustee directors must be sent to Charity would have to file at Companies House on Form 288 This includes details of current and any former name, address, occupation, other directorships and consent to act.)*

(d) is signed by the person who is to be proposed to show his or her willingness to be appointed.

28 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.

29(1) The Directors may appoint a person who is willing to act to be a Director.

(2) 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.

30 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.

Disqualification and removal of Directors.

31 A Director shall cease to hold office if he or she:

- (1) ceases to be a Director by virtue of any provision in the Act or is prohibited by law from being a director;
- (2) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); (*Our booklet CC3 - "Responsibilities of Charity Trustees" explains what section 72 of this Act covers. In very broad terms, someone who has been convicted of offences involving deception or fraud, or who is an undischarged bankrupt or who has been removed from office as a Charity Trustee by us will be disqualified for acting as a Director.*)
- (3) ceases to be a member of the Charity;
- (4) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (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
- (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 or her office be vacated.

Directors' remuneration.

32 The Directors must not be paid any remuneration unless it is authorised by clause 5 of the Memorandum.

Proceedings of Directors. (*We provide guidance on meetings in our booklet CC48 "Charities and Meetings".*)

33(1) The Directors may regulate their proceedings as they think fit, subject to the provisions of the articles.

- (2) Any Director may call a meeting of the Directors.
- (3) The secretary must call a meeting of the Directors if requested to do so by a Director.
- (4) Questions arising at a meeting shall be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

34(1) 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.

- (2) The quorum shall be two or the number nearest to one third of total number of Directors, whichever is the greater or such larger number as may be decided from time to time by the Directors.

(3) 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.

35 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.

36(1) The Directors shall appoint a Director to chair their meetings and may at any time revoke such appointment.

(2) 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.

(3) The person appointed to chair meetings of the Directors shall have no functions or powers except those conferred by these articles or delegated to him or her by the Directors.

37(1) A resolution in writing signed by all the Directors entitled to receive notice of a meeting of Directors or of a committee of 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 or (as the case may be) a committee of Directors duly convened and held.

(2) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Directors.

Delegation.

38(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.

(2) The Directors may impose conditions when delegating, including the conditions that:

- the relevant powers are to be exercised exclusively by the committee to whom they delegate;

- no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.

(3) The Directors may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the Directors.

39 A Director must absent himself or herself from any discussions of the Directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

40(1) Subject to paragraph 40(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:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- if without:
 - the vote of that Director; and
 - that Director being counted in the quorum;

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

(2) Paragraph 40(1) does not permit a Director to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for paragraph 40(1), the resolution would have been void, or if the Director has not complied with article 39.

Seal.

41 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 or by a second Director.

Minutes. *(Using the power to make rules at article 50, the Directors can decide in what format the minutes should be kept and how to validate them.)*

42 The Directors must keep minutes of all:

- (1) appointments of officers made by the Directors;
- (2) proceedings at meetings of the Charity;
- (3) meetings of the Directors and committees of Directors including:
 - the names of the Directors present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions.

Accounts. *(The Statement of Recommended Practice for charities is available on our website or in hard copy.)*

43(1) The Directors must prepare for each financial year accounts as required by section 226 (or, if applicable, section 227) of the Act. 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.

(2) The Directors must keep accounting records as required by sections 221 and 222 of the Act.

Annual Report and Return and Register of Charities. *(Our booklet CC61 "Charity Accounts: The Framework" sets out the key accounting requirements for charities. All charities with incomes over £10k must send accounts, Annual Report and Annual Return to us within 10 months of the end of the financial year.)*

44(1) The Directors must comply with the requirements of the Charities Act 1993 with regard to:

- (a) the transmission of the statements of account to the Charity;
 - (b) the preparation of an annual report and its transmission to the Commission;
 - (c) the preparation of an annual return and its transmission to the Commission. *(The annual return provides a summary of key financial data and is used by us for monitoring purposes to detect issues which might require our attention or guidance.)*
- (2) The Directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

45 Any notice to be given to or by any person pursuant to the articles:

- (1) must be in writing; or
- (2) must be given using electronic communications.

46(1) The Charity may give any notice to a member either:

- (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- (2) 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.

47 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.

48(1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(2) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

(3) A notice shall be deemed to be given:

- (a) 48 hours after the envelope containing it was posted; or
- (b) in the case of an electronic communication, 48 hours after it was sent.

Indemnity.

49 The Charity shall indemnify every Director or other officer or auditor of the Charity against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour of the

Director or in which the Director is acquitted or in connection with any application in which relief is granted to the Director by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

Rules.

50(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.

- (2) The bye laws may regulate the following matters but are not restricted to them:
 - (a) 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;
 - (b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - (c) 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;
 - (d) the procedure at general meetings and meetings of the Directors in so far as such procedure is not regulated by the Act or by these Articles;
 - (e) generally, all such matters as are commonly the subject matter of company rules.
- (3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- (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.
- (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 memorandum or the articles.

Signatures, Names and Addresses of Subscribers

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Dated:

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Witness to the above Signatures: *(A witness must be someone who is not related to any of the signatories but who is acquainted with them. The witness must be over 18.)*

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Name:

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Address:

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Occupation:

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