

Company Number: 08168197

Registered Charity Number: 1149489

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

HAWLEY LAKE SAIL TRAINING CENTRE

Incorporated on 3 August 2012
(amended by special resolution of the members passed by way of
written resolution on 16 October 2012)
(amended by ordinary resolution of the members passed by way of
written resolution on 6 February 2020)

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PART 1: DEFINED TERMS AND INTERPRETATION

1 DEFINED TERMS AND INTERPRETATION

1.1 In the Articles, unless the context requires otherwise:

“Act”

or any numbered section of it, means the Companies Act 2006 or such section as amended, restated or re-enacted from time to time;

“Articles”

means the Charity’s articles of association;

“Chairman”

has the meaning given in Article 18;

“Chairman of the meeting”

has the meaning given in Article 33;

“Charities Legislation”

means the Charities Acts 1992, 1993, 2006 and 2011, as appropriate, and the Charities (Accounts and Reports) Regulations 2008 as amended, restated or re-enacted from time to time;

“Charity”

means the charitable company called Hawley Lake Sail Training Centre;

“Charity Commission”

means the Charity Commission for England and Wales;

“Elected Trustee”¹

means the Elected Trustees referred to at Articles 20.1.1 to 20.1.5 or subsequent Elected Trustees appointed/re-appointed pursuant to Articles 20.5 and 20.6, as the case may be;

“Electronic Communication”

means any document or information sent or supplied in electronic form within the meaning of section 1168 of the Act;

“Incorporation Date”

means the date upon which the Charity is incorporated at Companies House;

“Member”

has the meaning given in section 112 of the Act and having the right to attend and vote at general meetings of the Charity;

“Memorandum”

means the Charity’s Memorandum of Association;

¹ Amended by Ordinary Resolution on 6th February 2020.

“Model Articles”

means the model articles of association for a private company limited by guarantee set out in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI2008/3229) and any amendment or replacement from time to time;

“Objects”

the Charity’s Objects as defined at Article 2;

“Ordinary Resolution”

has the meaning given in section 282 of the Act and includes such a resolution passed by written resolution;

“Proxy Notice”

has the meaning given in Article 39;

“Secretary”

means the company secretary (if any) and includes any joint, assistant or deputy secretary;

“SORP”

means the Statement of Recommended Practice issued by the Charity Commission and any modification or replacement of it from time to time;

“Special Resolution”

has the meaning given in section 283 of the Act and includes such a resolution passed by written resolution;

“Statutes”

means the Act, the Charities Legislation and every other statute or statutory instrument, law or regulation for the time being in force and concerning companies in so far as they apply to the Charity;

“Trustee”

means a director of the Charity and references to the Trustee board means the board of directors of the Charity;

1.2 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Act.

1.3 A reference to:

1.3.1 “in writing” or “written” includes electronic mail and faxes but excludes text messaging via mobile phone; and

1.3.2 “clear” or “clear days” in relation to a period of notice means the period excluding the day on which 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.

1.4 The Model Articles shall not apply to the Charity.

PART 2: OBJECTS

2 OBJECTS

The Objects for which the Charity is established are specifically restricted to:-

- 2.1 the promotion of the efficiency of the armed forces of the Crown by the provision of facilities for the sport of sailing and other water sports;
- 2.2 the advancement of amateur sport by the provision of facilities for the sport of sailing and other water sports;
- 2.3 the advancement of education and training by the provision of facilities for the sport of sailing and other water sports.

PART 3: APPLICATION OF INCOME AND PROPERTY AND TRUSTEES' BENEFITS

3 APPLICATION OF INCOME AND PROPERTY

The income and property of the Charity shall be applied solely towards the promotion of the Objects, and no part thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to the Members of the Charity. This does not prevent:

- 3.1 a Member receiving a benefit from the Charity in the capacity of a beneficiary of the Charity; or
- 3.2 reasonable and proper remuneration to any Member who is not also a Trustee of the Charity for any goods or services provided to the Charity.

4 TRUSTEES' BENEFITS

No Trustee shall be appointed to any office of the Charity, be employed by the Charity or receive any remuneration or other benefit in money or money's worth from the Charity unless the payment or benefit in question:

- 4.1 is permitted pursuant to Article 5; or
- 4.2 has been previously and expressly authorised in advance and in writing by the Charity Commission and any procedures prescribed by the Charity Commission are fully adhered to.

5 PERMITTED BENEFITS

Subject to Article 6, nothing herein shall prevent the payment in good faith by the Charity of:-

- 5.1 reasonable and proper remuneration to a Trustee for services rendered to the Charity otherwise than any remuneration for services provided by a Trustee in his/her capacity as a Trustee or under a contract of employment SAVE THAT a person holding office as Principal of the Charity may be appointed as an Elected Trustee;
- 5.2 monies for the supply of goods by a Trustee to the Charity, whether such goods are provided in connection with the provision of services referred to at Article 5.1 or otherwise;
- 5.3 interest at a reasonable and proper rate (not less than 2% per annum below the base rate of a clearing bank to be selected by the Trustees) on money lent to the Charity by any Trustee;
- 5.4 reasonable and proper rent for premises demised or let to the Charity by any Trustee;
- 5.5 reimbursement of reasonable out-of-pocket expenses actually incurred by any Trustee in or about the affairs of the Charity;
- 5.6 any payments made pursuant to Articles 22 and 23.

6 CONDITIONS RELATING TO TRUSTEES' BENEFITS

Save for the payments referred to in Articles 5.5 and 5.6, the Charity and its Trustees may only rely upon the authority provided by Article 5 in respect of payments or benefits to a Trustee if each of the following conditions is satisfied:

- 6.1 the remuneration or other sums paid to the Trustee does not exceed an amount that is reasonable in all the circumstances;
- 6.2 the Trustee concerned is absent from the part of any meeting at which there is discussion of:
 - 6.2.1 his/her contract or remuneration, or any matter concerning the contract;
 - 6.2.2 his/her performance in the employment, or his/her performance of the contract; or
 - 6.2.3 any proposal to enter into any other contract or arrangement with him/her or to confer any benefit upon him/her that would be permitted under Article 5;
- 6.3 the Trustee does not vote on any such matter and is not counted when calculating whether a quorum of Trustees is present at the meeting;
- 6.4 the remaining Trustees are satisfied and agree that it is in the best interests of the Charity to contract with that Trustee rather than with someone who is not a Trustee;
- 6.5 in the case of the appointment of the Principal of the Charity as an Elected Trustee, the remaining trustees are satisfied the it is in the best interests of the Charity if he/she were appointed as a Trustee;
- 6.6 the reason for their decision is recorded by the Trustees in the minute book;
- 6.7 the amount or maximum amount of any remuneration payable to a Trustee is set out in an agreement in writing between the Charity or Trustees and that Trustee; and
- 6.8 the number of Trustees then in office who have received remuneration or other benefits from the Charity are in a minority.

7 CONFLICTS OF INTEREST

- 7.1 A Trustee must declare to the other Trustees any situation of which he/she is aware in which he/she has, or could have, a direct or indirect interest that conflicts, or might conflict, with the interests of the Charity unless the situation cannot reasonably be regarded as likely to give rise to a conflict of interest.
- 7.2 An interest of a Trustee to be disclosed under Article 7.1 may be declared at a meeting of Trustees, by notice in writing pursuant to section 184 of the Act or by means of a general notice under section 185 of the Act.
- 7.3 If a conflict of interest arises for a Trustee because of a duty of loyalty owed to another organisation, company or person and the conflict is not authorised by virtue of any other provision in the Articles, the remaining Trustees may authorise such a conflict of interest if each of the following conditions is satisfied:
 - 7.3.1 the Trustee is absent from the part of any meeting at which there is discussion of the conflict of interest, including any arrangement or transaction affecting that other organisation, company or person;
 - 7.3.2 the Trustee does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting; and
 - 7.3.3 the remaining Trustees are satisfied and agree that it is in the interests of the Charity to authorise the conflict of interest, which has arisen.

7.4 A conflict of interest arising for a Trustee because of a duty of loyalty owed to another organisation, company or person may only be authorised in the manner set out at Article 7.3 if such a conflict does not involve a direct or indirect benefit of any nature to a Trustee.

8 **SPECIFIC PART 3 DEFINITIONS**

The following words in Articles 3, 4, 5, 6, and 7 (as the case may be) shall have the following meanings:

8.1 "Charity" shall include any company in which the Charity:

8.1.1 holds more than 50% of the shares; or

8.1.2 controls more than 50% of the voting rights attached to the shares; or

8.1.3 has the right to appoint one or more Trustees to the board of the company; and

8.2 "Trustee" shall include the following:

8.2.1 a child, parent, grandchild, grandparent, brother or sister of a Trustee;

8.2.2 the spouse or civil partner of a Trustee or of any person falling within Article 8.2.1;

8.2.3 a person carrying on a business in partnership with a Trustee or with any person falling within Articles 8.2.1 or 8.2.2;

8.2.4 an institution which is controlled:

(a) by a Trustee or by any person falling within Articles 8.2.1, 8.2.2 or 8.2.3, or

(b) by two or more persons falling within Article 8.2.4(a) when taken together; and

8.2.5 a body corporate in which:

(a) the Trustee or any person falling within Articles 8.2.1, 8.2.2 or 8.2.3 has a substantial interest, or

(b) two or more persons falling within paragraph (a), when taken together, have a substantial interest.

8.3 Paragraphs 2 to 4 of Schedule 5 to the Charities Act 1993 apply for the purposes of interpreting the terms used at Article 8.2 as follows:

8.3.1 "child" includes a step-child and an illegitimate child;

8.3.2 "civil partner" shall include a person living with a Trustee as that Trustee's husband or wife and includes two persons of the same sex who are not civil partners but live together as if they were;

8.3.3 a person controls an institution if he/she is able to secure that the affairs of the institution are conducted in accordance with his/her wishes;

8.3.4 a person has a substantial interest in a body corporate if he/she is:

(a) interested in shares comprised in the equity share capital of that body of a nominal value of more than one-fifth of that share capital, or

(b) is entitled to exercise, or control the exercise of, more than one-fifth of the voting power at any general meeting of that body.

PART 4: TRUSTEES

TRUSTEES' POWERS AND RESPONSIBILITIES

9 TRUSTEES' GENERAL AUTHORITY

- 9.1 Subject to the Articles, including Article 9.2 below, the Trustees are responsible for the management of the Charity's business, for which purpose they may exercise all the powers of the Charity and do on behalf of the Charity all such acts as may be done by the Charity and as are not by the Statutes or by the Articles required to be done by the Charity in general meeting.
- 9.2 The Trustees may not do or permit any act or omission, which would prejudice the charitable status of the Charity.

10 TRUSTEES MAY DELEGATE

- 10.1 Subject to the Articles, the Trustees may delegate any of the powers which are conferred on them under the Articles:
- 10.1.1 to such person or committee;
 - 10.1.2 by such means (including by power of attorney);
 - 10.1.3 to such an extent;
 - 10.1.4 in relation to such matters or territories; and
 - 10.1.5 on such terms and conditions;
- as they think fit.
- 10.2 If the Trustees so specify, any such delegation may authorise further delegation of the Trustees' powers by any person to whom they are delegated.
- 10.3 The Trustees may revoke any delegation in whole or part, or alter its terms and conditions.

11 COMMITTEES

- 11.1 Committees to which the Trustees delegate any of their powers must contain at least one Trustee and must follow procedures, which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Trustees.
- 11.2 The Trustees may make rules of procedure for all or any committees, which prevail over any rules or bye-laws derived from the Articles if they are not consistent with them.

12 APPOINTMENT OF INVESTMENT MANAGERS

The Trustees may appoint as the investment manager for the Charity a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is an authorised or an exempt person within the meaning of the Financial Services and Markets Act 2000 otherwise than exempted by virtue of paragraphs 44 and 45 of the Financial Services and Markets Act 2000 (Exemption) Order 2001. The Trustees may delegate to an investment manager so appointed power at his/her discretion to buy and sell investments for the Charity in accordance with the investment policy laid down by the Trustees from time to time,

PROVIDED THAT where the Trustees make any such delegation they shall:

- 12.1 inform the investment manager in writing of the extent of the Charity's investment powers and the terms of the delegation;
- 12.2 lay down a detailed investment policy for the Charity and immediately inform the investment manager in writing of it and of any changes to it;

- 12.3 ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and on the exercise by him/her of his/her delegated authority;
- 12.4 take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority; and
- 12.5 pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Trustees shall decide PROVIDED THAT such remuneration may include commission fees and/or expenses earned by the investment manager if and only to the extent that such commission fees and/or expenses are disclosed to the Trustees.

13 INVESTMENTS HELD BY NOMINEE

The Trustees may:

- 13.1 make such arrangements as they think fit for any investments of the Charity or income from those investments to be held by a corporate body as the Charity's nominee; and
- 13.2 pay reasonable and proper remuneration to any corporate body acting as the Charity's nominee in pursuance of this Article.

DECISION-MAKING BY TRUSTEES

14 MEETINGS OF TRUSTEES

- 14.1 Subject to the provisions of these Articles, the Trustees may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit.
- 14.2 At any time any Trustee may, and the Secretary on the requisition of a Trustee shall, summon a meeting of the Trustees.
- 14.3 Any such summons shall specify where, when and how the meeting is to be held. Any Trustee may waive notice of any meeting and such waiver may be retrospective.
- 14.4 All acts done in good faith by any meeting of the Trustees or of any committee shall, notwithstanding it be discovered afterwards that there was some defect in the appointment or continuance in office of any such persons or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee or member of the committee as the case may be.

15 QUORUM FOR MEETINGS AND VOTING

- 15.1 Subject to Article 15.2, the quorum necessary for the transaction of business of the Trustees may be fixed from time to time by the Trustees and, unless so fixed at any other number, shall be three.²
- 15.2 The quorum for the purposes of authorising a conflict of loyalty pursuant to Article 7.3 shall be two and there shall be no restrictions regarding the composition of the quorum for these purposes.
- 15.3 A meeting of the Trustees at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Trustees.
- 15.4 Questions arising at any meeting of the Trustees shall be determined by a majority of votes. In case of an equality of votes the Chairman (including a Trustee appointed to chair a Trustees' meeting pursuant to Article 18.3) shall have a second or casting vote.

² Amended by Ordinary Resolution 6th February 2020

16 MEETINGS BY CONFERENCE TELEPHONE ETC

- 16.1 All or any of the Trustees or any committee of the Trustees may participate in a meeting of the Trustees or that committee by means of a conference telephone or any communication equipment which allows all persons participating in the meeting to hear and speak to each other throughout the meeting.
- 16.2 A person so participating shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly.
- 16.3 Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or, if there is no such group, where the Chairman then is.

17 RESOLUTIONS IN WRITING

- 17.1 A resolution executed by all the Trustees, or by all the members of a committee constituted under these Articles, shall be as valid and effectual as if it had been passed at a meeting of the Trustees, or (as the case may be) at a meeting of that committee, which in every case was duly convened and held.
- 17.2 For the purposes of this Article 17:
- 17.2.1 a resolution shall consist of one or more written instruments (including faxes) or one or more Electronic Communications sent to an address specified for the purpose by the Secretary, or a combination of them, provided that each such written instrument and Electronic Communication (if more than one) is to the same effect;
 - 17.2.2 a written instrument is executed when the person executing it signs it;
 - 17.2.3 an Electronic Communication is executed when the person executing it sends it provided that it has been authenticated in such manner (if any) as the Secretary shall prescribe;
 - 17.2.4 the Trustees, or (as the case may be) members of a committee constituted under these Articles, need not execute the same written instrument or Electronic Communication;
 - 17.2.5 a resolution shall be effective when the Secretary certifies that sufficient evidence has been received by him/her that the resolution has been executed in accordance with this Article 17; and
 - 17.2.6 if no Secretary is appointed, the Chairman shall perform the functions of the Secretary under this Article 17.

18 CHAIRING OF TRUSTEES' MEETINGS ³

- 18.1 After each General Meeting at which Trustees are elected, the Trustees must appoint one of themselves who shall chair meetings of the Trustees and he/she shall be known as the Chairman.
- 18.2 A Trustee appointed as Chairman shall hold this appointment until the next General Meeting where an election of Trustees takes place, subject to Articles 18.3 & 18.4.
- 18.3 A Trustee appointed as Chairman shall immediately cease to hold such appointment if, at a Trustees' meeting, there is a majority vote by the other Trustees to terminate such appointment. In such event, the Trustees must appoint one of themselves as a new Chairman.
- 18.4 The Chairman shall immediately cease to hold such appointment upon ceasing to be a Trustee.
- 18.5 If the Chairman is not participating in a Trustees' meeting within ten minutes of the time at which it was to start, the participating Trustees must appoint one of themselves to chair it.

³ Amended by Ordinary Resolution 6th February 2020

19 **RECORDS OF DECISIONS TO BE KEPT**

The Trustees must ensure that the Charity keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every decision taken by the Trustees.

APPOINTMENT AND RETIREMENT OF TRUSTEES ETC

20 **COMPOSITION OF TRUSTEE BOARD AND APPOINTMENT AND RETIREMENT OF TRUSTEES** ⁴

20.1 Following the changes introduced by Resolution 1 at the General Meeting of 6th February 2020, the following will serve as Elected Trustees:

20.1.1 Lieutenant Colonel Claire James (Chairman);

20.1.2 Major Adam Rollinson;

20.1.3 Mr. Steven Davis;

20.1.4 Mrs. Lynda Rawlings

20.1.5 (vacant tbc)

20.2 At all times the Trustee board shall comprise of a minimum of three and a maximum of five elected members.

20.3 The Elected Trustees as referred to at Articles 20.1.1 to 20.1.5 shall retire as follows:

20.3.1 Lieutenant Colonel Claire James on the date of the annual general meeting 2021;

20.3.2 Major Adam Rollinson on 30th April 2020;

20.3.3 Mr. Steven Davis on the date of the annual general meeting 2022;

20.3.4 Mrs. Lynda Rawlings on the date of the annual general meeting 2021;

20.3.5 (Vacant Post) on the date of the annual general meeting 2023;

20.4 Upon the expiry of their office pursuant to Article 20.3, the first Elected Trustees may be re-appointed any number of times pursuant to Article 20.5.

20.5 Save as otherwise provided in the Articles and, in particular Article 20.7, the Charity may by Ordinary Resolution appoint or reappoint a person who is willing to act to be an Elected Trustee either to fill a vacancy or as an additional Elected Trustee for a period of three years. Upon the expiry of his/her office pursuant to this Article an Elected Trustee may be reappointed any number of times.

20.6 Subject to Article 20.7, the Trustees may appoint a person who is willing to act to be an Elected Trustee either to fill a vacancy or as an additional Elected Trustee PROVIDED THAT the appointment does not cause the number of Elected Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Elected Trustees. An Elected Trustee so appointed shall hold office only until the next following general meeting. If not reappointed at such general meeting, he/she shall vacate office at the conclusion thereof.

20.7 No person may be appointed as a Trustee:

20.7.1 unless he/she has attained the age of 18 years;

20.7.2 in circumstances such that, had he/she already been a Trustee, he/she would have been disqualified from acting under the provisions of Article 21;

⁴ Amended by Ordinary Resolution 6th February 2020

21 TERMINATION OF TRUSTEE'S APPOINTMENT

A person ceases to be a Trustee:

- 21.1 if by notice in writing to the Charity he/she resigns (but only if at least three Trustees remain in office when the notice of resignation is to take effect);
- 21.2 if he/she is removed by notice in writing to the Charity signed by a majority of the Members;
- 21.3 if he/she ceases to hold office by reason of any order made under the Charity Trustees Disqualification Act 1986, or by virtue of any provision of the Statutes;
- 21.4 if he/she is removed from office by a resolution duly passed pursuant to Section 168 of the Act;
- 21.5 if he/she is absent from three consecutive meetings of the Trustees without the consent of the Chairman;
- 21.6 if he/she becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs; or
- 21.7 if he/she is convicted of any criminal offence, other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Charity.

22 TRUSTEES' INDEMNITY

Subject to the provisions of the Act, and so far as may be consistent with the Statutes:

- 22.1 every Trustee and every other officer other than the Charity's auditor or the reporting accountant may be indemnified out of the assets of the Charity against all costs, charges, losses, expenses and liabilities incurred by him/her in the actual or purported execution and/or discharge of his/her duties and/or the actual or purported exercise of his/her powers and/or otherwise in relation to, or in connection with, his/her duties, powers or offices, in each case to the extent permitted by section 232 of the Act; and
- 22.2 the Charity may also provide funds to any Trustee or any other officer (other than the Charity's auditor or reporting accountant) or do anything to enable a Trustee or such other officer to avoid incurring expenditure, in each case in the manner permitted by and subject to the restrictions required by section 205 of the Act.

23 TRUSTEES' INDEMNITY INSURANCE

- 23.1 Subject to the provisions of the Charities Legislation and to Article 23.2, the Charity may pay the premium in respect of any indemnity insurance to cover the liability of any Trustee, other officer (other than the auditor or reporting accountant) or Member:
 - 23.1.1 which by virtue of any rule of law would otherwise attach to him/her or her in respect of any negligence, default, breach of Charity or breach of duty of which he/she may be guilty or any act or omission in the actual or purported execution and/or discharge of his/her duties and/or in the exercise or purported exercise of his/her powers and/or otherwise in relation to his/her duties, powers or offices in relation to the Charity or any subsidiary of the Charity; and
 - 23.1.2 to make contributions to the assets of the Charity or any subsidiary in accordance with the provisions of section 214 of the Insolvency Act 1986, and all costs, charges and expenses which may be incurred by him/her in successfully contesting any such liability or alleged liability.
- 23.2 Any insurance purchased under Article 23.1 shall not:
 - 23.2.1 extend to any claim arising from any act or omission which that person knew (or must reasonably be assumed to have known) to be a breach of trust or breach of duty or which was committed by that person in reckless disregard of whether it was a breach of trust or a breach of duty or not.

- 23.2.2 extend to a fine imposed in connection with, or the costs or liabilities incurred in respect of, an unsuccessful defence to a criminal prosecution brought against that person in his/her capacity as a Trustee or other officer or Member and/or a sum payable to a regulatory authority by way of a penalty imposed on a Trustee, other officer or Member, in respect of non-compliance with any requirement of a regulatory nature (howsoever arising).

PART 5: MEMBERS

BECOMING AND CEASING TO BE A MEMBER

24 APPLICATIONS FOR MEMBERSHIP

- 24.1 The subscribers to the Memorandum and such persons as the Trustees shall admit to membership under this Article shall be the Members.
- 24.2 No person shall become a Member unless:
- 24.2.1 that person or being a corporation its duly authorised representative has completed an application for membership in a form approved by the Trustees, and
- 24.2.2 the Trustees have approved the application.

25 CLASSES OF MEMBERSHIP

The Trustees may establish, subject to Article 52, different classes of membership and prescribe and vary their respective rights, privileges and obligations.

26 TERMINATION OF MEMBERSHIP

A person shall forthwith cease to be a Member (PROVIDED ALWAYS THAT at least one Member remains on the Register of Members thereafter):

- 26.1 if the Member is removed by notice in writing to the Charity signed by a majority of the remaining Members;
- 26.2 if the Member is removed by a Trustees' resolution that it is in the best interests of the Charity that his/her Membership is terminated provided that such a resolution may only be passed if:
- 26.2.1 he/she has been given at least 21 days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed; and
- 26.2.2 he/she, or at the option of the relevant Member, his/her representative (who need not be a Member) has been allowed to make representations to the meeting;
- 26.3 if by notice in writing to the Charity, the Member resigns his/her membership;
- 26.4 if in the case of an individual, he/she dies, or the Member being a corporation, an order is made or resolution is passed for its winding up or administration or distribution or it has a receiver appointed over all or some part of its assets;
- 26.5 if in the case of an individual, he/she becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs;
- 26.6 if in the case of an individual, he/she ceases to hold office as a Trustee of any company by reason of any order made under the Charity Trustees Disqualification Act 1986, or by virtue of any provision of the Statutes; or
- 26.7 if he/she is removed from office as a Trustee by a resolution duly passed pursuant to Section 168 of the Act; or

- 26.8 if any subscription or other sum payable by the Member is not paid on the due date and remains unpaid one month after notice is served on the Member on behalf of the Trustees informing him/her that he/she will be removed from the membership if it is not paid; or
- 26.9 if the Member does anything which in the reasonable opinion of the Trustees brings or is likely to bring the name and reputation of the Charity, and/or its Members and/or the Regiment into disrepute.

27 **TRANSFER OF MEMBERSHIP**

Membership of the Charity is not transferable.

ORGANISATION OF GENERAL MEETINGS

28 **GENERAL MEETINGS**

- 28.1 The Charity must hold its first annual general meeting within 18 months of the Incorporation Date and a general meeting must be held in each subsequent year and not more than 15 months may elapse between successive annual general meetings.
- 28.2 The Trustees may whenever they think fit convene such other general meeting and shall, following requisition in accordance with the Act, proceed to convene a general meeting in accordance therewith.

29 **CALLING GENERAL MEETINGS**

- 29.1 A general meeting of the Charity (including an annual general meeting) shall be called by at least 14 days' clear notice.
- 29.2 The Charity may give such notice by any means or combination of means permitted by the Act.
- 29.3 A general meeting, notwithstanding that it has been called by a shorter notice than that specified above, shall be deemed to have been duly called if it is so agreed by a majority in number of the Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 per cent of the total voting rights.

30 **NOTICE OF GENERAL MEETINGS**

- 30.1 Every notice calling a general meeting shall specify the place and the day and hour of the meeting.
- 30.2 There shall appear with reasonable prominence in every such notice a statement that a Member entitled to attend and vote is entitled to appoint a proxy to attend, speak and vote instead of him/her and that a proxy need not be a Member.
- 30.3 The text of each Special Resolution to be proposed at the general meeting shall be set out in the notice. Either the text of, or sufficient information to enable a Member to understand the purpose of, each Ordinary Resolution shall be set out in the notice.

31 **MEETINGS BY CONFERENCE TELEPHONE ETC.**

- 31.1 All or any of the Members or persons permitted to attend under Article 34 may participate in the meeting by means of a conference telephone or any communication equipment which allows all persons participating in the meeting to communicate effectively with other throughout the meeting.
- 31.2 A Member so participating shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly.
- 31.3 Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or if there is no such group, where the Chairman then is.

32 **QUORUM FOR GENERAL MEETINGS**

If the Charity only has one Member that Member shall be a quorum. One-tenth of the total number of members entitled to vote upon the business to be transacted shall be a quorum. A proxy or an authorised representative of a Member shall count for the purposes of the quorum. No business other than the appointment of the Chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

33 **CHAIRING GENERAL MEETINGS**

33.1 The Chairman shall chair general meetings if present and willing to do so.

33.2 If the Chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:

33.2.1 the Trustees present; or

33.2.2 (if no Trustees are present), the meeting;

must appoint a Trustee or Member to chair the meeting, and the appointment of the Chairman of the meeting must be the first business of the meeting.

33.3 The person chairing a meeting in accordance with this Article is referred to as “the Chairman of the meeting”.

34 **ATTENDANCE AND SPEAKING BY TRUSTEES AND NON-MEMBERS**

34.1 Trustees may attend and speak at general meetings, whether or not they are Members.

34.2 The Chairman of the meeting may permit other persons who are not:

34.2.1 Members; or

34.2.2 otherwise entitled to exercise the rights of Members in relation to general meetings;

to attend and speak at a general meeting.

35 **ADJOURNMENT**

35.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present the Chairman of the meeting must adjourn it.

35.2 The Chairman of the meeting may adjourn a general meeting at which a quorum is present if:

35.2.1 the meeting consents to an adjournment; or

35.2.2 it appears to the Chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

35.3 The Chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.

35.4 When adjourning a general meeting, the Chairman of the meeting must:

35.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees, and

35.4.2 have regard to any directions as to the time and place of any adjournment, which have been given by the meeting.

35.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Charity must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):

- 35.5.1 to the same persons to whom notice of the Charity's general meetings is required to be given, and
 - 35.5.2 containing the same information, which such notice is required to contain.
- 35.6 No business may be transacted at an adjourned general meeting, which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

36 VOTING: GENERAL

- 36.1 A resolution put to the vote at a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles.
- 36.2 Every Member shall have one vote except that if the Chairman of the meeting is a Member he shall be entitled to a second or casting vote.

37 ERRORS AND DISPUTES

- 37.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- 37.2 Any such objection must be referred to the Chairman of the meeting, whose decision is final.

38 POLL VOTES

- 38.1 A poll on a resolution may be demanded:
 - 38.1.1 in advance of the general meeting where it is to be put to the vote; or
 - 38.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 38.2 A poll may be demanded by:
 - 38.2.1 the Chairman of the meeting;
 - 38.2.2 the Trustees;
 - 38.2.3 two or more persons having the right to vote on the resolution; or
 - 38.2.4 a person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on the resolution.
- 38.3 A demand for a poll may be withdrawn if:
 - 38.3.1 the poll has not yet been taken; and
 - 38.3.2 the Chairman of the meeting consents to the withdrawal.
- 38.4 Polls must be taken immediately and in such manner as the Chairman of the meeting directs.

39 CONTENT OF PROXY NOTICES

- 39.1 Proxies may only validly be appointed by a notice in writing (a "Proxy Notice") which:
 - 39.1.1 states the name and address of the Member appointing the proxy;
 - 39.1.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

- 39.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and
 - 39.1.4 is delivered to the Charity in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.
- 39.2 The Charity may require Proxy Notices to be delivered in a particular form and, subject to the Act, by a particular time and may specify different forms for different purposes.
- 39.3 Proxy Notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 39.4 Unless a Proxy Notice indicates otherwise, it must be treated as:
- 39.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 39.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

40 DELIVERY OF PROXY NOTICES

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

41 AMENDMENTS TO RESOLUTIONS

- 41.1 An Ordinary Resolution to be proposed at a general meeting may be amended by Ordinary Resolution if:
- 41.1.1 notice of the proposed amendment is given to the Charity in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the Chairman of the meeting may determine); and
 - 41.1.2 the proposed amendment does not, in the reasonable opinion of the Chairman of the meeting, materially alter the scope of the resolution.
- 41.2 A Special Resolution to be proposed at a general meeting may be amended by Ordinary Resolution, if:
- 41.2.1 the Chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
 - 41.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 41.3 If the Chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the Chairman's error does not invalidate the vote on that resolution.

42 RESOLUTIONS IN WRITING

- 42.1 A resolution executed by such number of Members as would have been required to vote for the resolution had it been proposed in general meeting at which all of the Members were present and voting shall be as valid and effectual as if it had been passed at a general meeting duly convened and held.
- 42.2 For the purposes of this Article 42:
- 42.2.1 a resolution shall consist of one or more written instruments (including faxes) or one or more Electronic Communications sent to an address specified for the purpose by the Secretary, or a combination of them, provided that each such written instrument and Electronic Communication (if more than one) is to the same effect;
 - 42.2.2 a written instrument is executed when the person executing it signs it;
 - 42.2.3 an Electronic Communication is executed when the person executing it sends it provided that it has been authenticated in such manner (if any) as the Secretary shall prescribe;
 - 42.2.4 the Members need not execute the same written instrument or Electronic Communication;
 - 42.2.5 a resolution shall be effective when the Secretary certifies that sufficient evidence has been received by him/her that the resolution has been executed in accordance with this Article 42;
 - 42.2.6 if no Secretary is appointed, the Chairman shall perform the functions of the Secretary under this Article 42;
 - 42.2.7 the resolution must be accompanied by a statement informing the Member how to signify his/her agreement to it and the date by which this is to be done; and
 - 42.2.8 a proposed written resolution will lapse if it is not passed before 28 days from the circulation date.

PART 6: LIABILITY OF MEMBERS AND DISSOLUTION

43 LIABILITY OF MEMBERS

Each Member undertakes that, if the Charity is wound up while he/she is a Member or within one year after he ceases to be a Member, he/she will contribute an amount to the assets of the Charity as may be required for:-

- 43.1 payment of the Charity's debts and liabilities contracted before he/she ceases to be a Member;
- 43.2 payment of the costs, charges and expenses of winding up; and
- 43.3 adjustment of the rights of the contributories among themselves,
provided that such amount shall not in aggregate exceed £1.

44 DISTRIBUTION OF ASSETS ON WINDING UP/DISSOLUTION

If upon the winding up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Charity, but shall be given or transferred to such other charity or charities which prohibit(s) the distribution of its or their income and property to an extent at least as great as is imposed upon the Charity by Articles 3 and 4 above and having charitable Objects identical with or similar to the Objects of the Charity, as the Members of the Charity shall resolve at or before the time of dissolution and if that cannot be done to some other charitable object or Objects.

PART 7: ADMINISTRATIVE ARRANGEMENTS

45 MEANS OF COMMUNICATION TO BE USED

- 45.1 Any notice to be sent to or by any person pursuant to these Articles including a notice calling a meeting of the Trustees shall be in writing and may be delivered or sent by post, facsimile or using Electronic Communications to an address for the time being notified for that purpose to the person giving the notice. In this Article "address" in relation to Electronic Communications, includes any number or address used for the purpose of such communications.
- 45.2 Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.
- 45.3 A Trustee may agree with the Charity that notices or documents sent to that Trustee in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.
- 45.4 Subject to Article 45.3, any notice, if served by post, shall be deemed to have been served 48 hours after it was posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, prepaid and posted. A notice or other document sent by facsimile or contained in an Electronic Communication shall be deemed to have been delivered 48 hours following that on which the communication was sent and electronic confirmation of receipt shall be conclusive evidence that a notice was given to a facsimile number or email address. If a notice, document or information posted on the Charity's website was already on the Charity's website at the time the notice was sent to the Member, it will be deemed to have been sent on the day the notice was sent but if the notice, document or information was not on the Charity's website on the date the said notice was sent then it will be deemed to have been sent on the day on which it appears on the website.

46 WEBSITE COMMUNICATION

- 46.1 The Charity may send any notice, document or other information to Members by making them available on the Charity's website provided that:
- 46.1.1 each Member has been asked individually by the Charity to agree to communication via the Charity's website (either generally or in relation to a specific notice, document or information);
- 46.1.2 the Charity's request states clearly that if the Member fails to respond to the request within twenty-eight days of the date on which the request is sent, he/she will be deemed to have given such consent; and
- 46.1.3 the Charity's request is not sent less than twelve months after a previous request made to the Member in relation to a similar class of documents.
- 46.2 The Charity must notify each Member who has agreed to receive communications through the Charity's website of the presence of the information on the website, the website address, the place on the website where the information can be found and how to access the information.
- 46.3 Any notice, document or information posted on the Charity's website must be in a form that the Member can read and take a copy of. The notice, document or information must be available on the Charity's website for either twenty-eight days from the date the notification was sent to the Member or for such other period as may from time to time be specified in the Act.

47 COMPANY SEAL

- 47.1 Any common seal may only be used by the authority of the Trustees.
- 47.2 The Trustees may decide by what means and in what form any common seal is to be used.

- 47.3 Unless otherwise decided by the Trustees, if the Charity has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.
- 47.4 For the purposes of this Article, an authorised person is:
- 47.4.1 any Trustee;
 - 47.4.2 the Secretary (if any); or
 - 47.4.3 any person authorised by the Trustees for the purpose of signing documents to which the common seal is applied.

48 **SECRETARY**

A Secretary may be appointed by the Trustees for such time, at such remuneration and upon such conditions as the Trustees may think fit, and any Secretary so appointed may be removed by the Trustees. The Trustees may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

49 **ACCOUNTS**

- 49.1 The Trustees shall cause proper and adequate books of account to be kept to enable accounts to be prepared which comply with the relevant provisions of the Act, the Charities Legislation and the SORP. Proper and adequate books shall not be deemed to be kept and/or deemed sufficient if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the Charity, to show and explain its transactions and to disclose with reasonable accuracy at any time, the financial position of the Charity at any time.
- 49.2 The books of account shall be kept at the registered office of the Charity, or, subject to section 388 of the Act, at such other place or places as the Trustees shall think fit and shall always be open to the inspection of any Trustee.
- 49.3 The Charity must, pursuant to section 423 of the Act, send a copy of its annual accounts and reports for each financial year to every Member, to every holder of the Charity's debentures and to every person who is entitled to receive notice of general meetings. Copies need not be sent to a person for whom the Charity does not have a current address as defined in section 423 of the Act.
- 49.4 The Charity must, pursuant to section 424 of the Act, comply with the obligations set out at Article 49.3 not later than:
- 49.4.1 the end of the period for filing accounts and reports to the Registrar of Companies, or
 - 49.4.2 if earlier, the date on which the Charity actually delivers its accounts to the Registrar of Companies.

50 **NO RIGHT TO INSPECT ACCOUNTS AND OTHER RECORDS**

Except as provided by law or authorised by the Trustees or an Ordinary Resolution of the Charity, no person is entitled to inspect any of the Charity's accounting or other records or documents merely by virtue of being a Member.

51 **AUDIT**

- 51.1 The accounts of the Charity shall be examined and reported upon either by the auditor or, if no auditor is appointed, by a reporting accountant if so required by the Statutes.
- 51.2 The appointment or re-appointment (as appropriate) of the auditor shall be determined by the Charity in general meeting.

51.3 The auditor's or reporting accountant's (if any) remuneration shall be determined by the Charity in general meeting

52 **RULES AND BYE-LAWS**

The Trustees may from time to time make (and vary) such rules or bye-laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing (a) classes of and conditions of membership and (b) the rights, privileges and obligations of membership, whether statutory membership or otherwise. The Members shall have power to alter, add to or repeal any such rules or bye-laws and the Trustees shall adopt such means as they think sufficient to bring to the notice of the Members all such rules or bye-laws, which shall be binding on all Members PROVIDED THAT no rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, these Articles.