

**THE COMPANIES ACT 2006**

**PRIVATE COMPANY LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL**

**Company Number: 08632556  
Incorporated: 31 July 2013**

---

**ARTICLES OF ASSOCIATION OF  
INDEPENDENT CUSTODY VISITING ASSOCIATION**

---

(As amended by special resolution passed on 9 December 2021)



**Blandly & Blandly LLP  
One Friar Street  
Reading  
Berkshire  
RG1 1DA  
Tel: 0118 951 6800**

**Ref: ICV1/2**

## 1. INTERPRETATION

1.1 In these Articles, unless the context otherwise requires:

**Act:** means the Companies Act 2006;

**Articles:** means the Company's articles of association for the time being in force;

**Business Day:** means any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in the City of London are generally open for business;

**Charities Act:** means the Charities Act 2011;

**Company:** means the Independent Custody Visiting Association, which is a company limited by guarantee regulated by the Articles;

**Charity Commission:** means the Charity Commission for England and Wales;

**Circulation Date:** in relation to a written resolution, has the meaning given to it in the Act;

**Clear days:** in relation to a period of notice means a period of days not including the day on which notice was given or deemed to be given and the day for which it is given or on which it is to take effect;

**Connected Person:** means any person falling within one of the following categories:

- (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Director; or
- (b) the spouse or civil partner of any person in (a); or
- (c) any person who carries on business in partnership with a Director or with any person in (a) or (b); or
- (d) an institution which is controlled by either a Director, any person in (a), (b) or (c), or a Director and any person in (a), (b) or (c), taken together;
- (e) a corporate body in which a Director or any person in (a), (b) or (c) has a substantial interest, or two or more such persons, taken together, have a substantial interest.

Sections 350 to 352 of the Charities Act apply for the purposes of interpreting the terms used in this Article;

**Director:** means a director of the Company;

**document:** includes, unless otherwise specified, any document sent or supplied in electronic form;

**electronic form and electronic means:** have the meaning given to such terms in section 1168 of the Act;

**Financial Expert:** means a person who is reasonably believed by the Directors to be qualified to give advice on investments by reason of his ability in and practical experience of financial and other matters relating to investments;

**Member:** means an individual, or an organisation, who is admitted to membership in accordance with the Articles;

**Member Director:** means a Member who is appointed as a Director of the Company;

**Model Articles:** means the model articles for private companies limited by guarantee contained in Schedule 2 to the Companies (Model Articles) Regulations 2008 (SI 2008/3229);

**Non-Member Director:** means an individual who is not a Member of the Company who is appointed as a Director;

**Objects:** means the objects of the Company as stated in article 2;

**Police and Crime Commissioner:** means an elected official in England and Wales charged with securing efficient, effective and accountable policing of a region and other persons or corporate bodies charged with performing a similar function outside of England and Wales but within the United Kingdom;

**Special resolution:** has the meaning given in section 283 of the Act;

**United Kingdom:** means Great Britain and Northern Ireland; and

**writing:** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, words and expressions which have particular meanings in the Act shall have the same meanings in these Articles.
- 1.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.4 A reference in these Articles to an **article** is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
  - (a) any subordinate legislation from time to time made under it; and
  - (b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.
- 1.6 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7 The Model Articles shall not apply to the Company.

## **2. OBJECTS**

- 2.1 The Company's objects are restricted specifically, in each case only for the public benefit to:
  - (a) The advancement of human rights among persons who are held in custody in the United Kingdom and elsewhere by developing and promoting the efficient and effective provision of custody visiting;
  - (b) The advancement of education in matters and issues concerning the rights, entitlements, health and wellbeing, and the conditions of facilities, of persons who are held in custody in the United Kingdom and elsewhere; and

- (c) The promotion of ethical standards of conduct and compliance with the law across public and private sector organisations responsible for the welfare of persons held in custody in the United Kingdom and elsewhere.

2.2 Nothing in these Articles shall authorise an application of the property of the Company for purposes which are not charitable in accordance with any statutory provision regarding the meaning of the word "charitable" or the words "charitable purposes" in force in any part of the United Kingdom.

### **3. POWERS**

3.1 In pursuance of the Objects, but not further or otherwise, the Company has the power to:

- (a) advise on, and assist in, the development of custody visiting training;
- (b) assist relevant interested bodies in the formulation and publication of best practice for custody visiting schemes;
- (c) accept (or disclaim) any gift of money, legacy or other property;
- (d) raise funds by way of subscription, donation or otherwise;
- (e) trade in the course of carrying out the Objects and carry out any other trade which is not expected to give rise to taxable profits;
- (f) establish or purchase companies to carry on any trade;
- (g) sell, lease or otherwise dispose of all or any part of the Company's real or personal property and any and all rights of the Company, subject to such consents as may be required by law;
- (h) borrow or raise money and to give security for money borrowed or grants or other obligations by mortgage, charge, lien or other security on the Company's property and assets, subject to such consents as may be required by law;
- (i) lend and give credit to, take security for such loans or credit and enter into guarantees or give security for the performance of contracts by any person or company;
- (j) buy, lease, hire or otherwise acquire and deal with any real or personal property and any rights or privileges of any kind over or in respect of any real or personal property and maintain, alter, improve, manage, develop, construct, repair or equip it for use;
- (k) set aside funds for particular purposes or as reserves against future expenditure;
- (l) deposit or invest funds with all the powers of a beneficial owner, but to invest only after obtaining advice from a Financial Expert, having regard to the suitability of investments and the need for diversification;
- (m) delegate the management of investments to a Financial Expert, but only on terms that:
  - (i) the Company's investment policy is set down in writing by the Directors for the Financial Expert;

- (ii) all transactions are reported promptly and regularly to the Directors;
  - (iii) investment performance is reviewed regularly with the Directors;
  - (iv) the delegation arrangement may be cancelled by the Directors at any time;
  - (v) a review of the investment policy and the delegation arrangement shall be carried out at least annually;
  - (vi) all payments due to the Financial Expert fall within a scale or a level which is agreed in advance and are notified promptly to the Directors on receipt;
  - (vii) the Financial Expert must not do anything outside the powers of the Company;
- (n) arrange for the investments or other property of the Company to be held in the name of a nominee (meaning a corporate body registered or having an established place of business in the United Kingdom) which is either under the control of the Directors or of a Financial Expert acting on their instructions, and to pay any reasonable fee required;
  - (o) co-operate with other bodies and to exchange information and advice with them;
  - (p) establish or support or aid in the establishment and support of any organisation formed for objects similar to any or all of the Objects;
  - (q) enter into partnership or other arrangement with any other body with objects similar to any or all of the Objects;
  - (r) acquire, amalgamate or merge with, or undertake all or any of the property, liabilities and engagements of any body with objects similar to any or all of the Objects;
  - (s) enter into contracts to provide services to or on behalf of other bodies;
  - (t) provide or procure the provision of advice;
  - (u) write, create, publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes, instructional matter and any other form of information in or on any media on custody visiting practices;
  - (v) promote, undertake and commission research, surveys, studies or other work and to disseminate the useful results;
  - (w) subject to article 4.2:
    - (i) employ and remunerate any person or persons as necessary for the proper pursuit of the Objects; and
    - (ii) make reasonable provision for the payment of pensions for employees and their dependents;
  - (x) take out such insurance policies as are necessary to protect the Company;
  - (y) provide indemnity insurance for the Directors or any other officer of the Company;

- (z) open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- (aa) alone or with other organisations, seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding current and draft appropriate policies, legislation and regulations, and the reform, development and implementation of such policies, legislation and regulations, provided that all such activities are confined to those permitted by law;
- (bb) organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
- (cc) provide and assist in the provision of money, materials or other aid;
- (dd) act as trustee and to undertake and execute charitable trusts;
- (ee) amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects similar to the Objects;
- (ff) pay out of the funds of the Company the costs incurred in connection with the formation and registration of the Company as a charity; and
- (gg) do anything lawful which is calculated to further the Objects or is conducive or incidental to doing so.

#### **4. APPLICATION OF INCOME AND PROPERTY**

4.1 The income and property of the Company shall only be applied to promote the Objects.

4.2 Except as provided below, no part of the income or property of the Company may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Company. This shall not prevent any payment in good faith by the Company of:

- (a) a benefit to any Member in the capacity of a beneficiary of the Company;
- (b) reasonable and proper remuneration to any Member for any goods or services supplied to the Company, provided that article 5 applies if such a Member is a Director;
- (c) interest on money lent by a Member to the Company at a reasonable and proper rate;
- (d) reasonable and proper rent for premises demised or let by a Member to the Company; and
- (e) any payment to a Member who is also a Director which is permitted under article 5.

#### **5. BENEFITS AND PAYMENTS TO DIRECTORS AND CONNECTED PERSONS**

5.1 A Director:

- (a) is entitled to be reimbursed reasonable out-of-pocket expenses properly incurred when acting on behalf of the Company;
- (b) may benefit from trustee indemnity insurance purchased by the Company in accordance with section 189 of the Charities Act;
- (c) may receive payment under an indemnity from the Company in the circumstances set out in article 35;
- (d) may not receive any other benefit or payment from the Company unless it is authorised by this article 5.

5.2 Unless the benefit or payment is permitted under article 5.3, no Director (including a Member Director) or Connected Person may:

- (a) buy any goods or services from the Company on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the Company;
- (c) be employed by, or receive any remuneration from, the Company; or
- (d) receive any other financial benefit from the Company.

5.3 A Director or a Connected Person may:

- (a) receive a benefit from the Company in the capacity of a beneficiary of the Company;
- (b) enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Company where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act;
- (c) subject to article 5.4, enter into a contract for the supply of goods to the Company that are not supplied in connection with services provided to the Company by the Director or Connected Person;
- (d) receive reasonable and proper rent for premises let to the Company;
- (e) receive interest at a reasonable and proper rate on money lent to the Company;
- (f) take part in the normal trading and fundraising activities of the Company on the same terms as members of the public; and
- (g) receive or retain any payment for which prior written authorisation has been obtained from the Charity Commission.

5.4 The Company and its Directors may only rely upon the authority provided by article 5.3(c) if each of the following conditions is satisfied:

- (a) the amount or maximum amount of the payment for the goods:
  - (i) is set out in an agreement in writing between the Company and the Director or Connected Person supplying the goods (the **Supplier**) under which the Supplier is to supply the goods in question to the Company;
  - (ii) does not exceed what is reasonable in the circumstances for the supply of the goods in question;

- (b) the other Directors are satisfied that it is in the best interests of the Company to contract with the Supplier rather than someone who is not a Director or Connected Person. In reaching that decision, which must be recorded in the minutes of the meeting, the Directors must balance the advantages of contracting with a Director against the disadvantages of doing so;
- (c) the Supplier:
  - (i) is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with regard to the supply of goods to the Company by them;
  - (ii) does not vote on any such matter and is not counted when calculating whether a quorum of Directors is present at the meeting; and
- (d) a majority of the Directors then in office are not in receipt of remuneration or payments authorised by article 5.

5.5 In article 5.3 and article 5.4, the "Company" includes any company in which the Company:

- (a) holds more than 50% of the shares; or
- (b) controls more than 50% of the voting rights attached to the shares; or
- (c) has the right to appoint one or more Directors to the company.

5.6 A Director's duty under the Act to avoid a conflict of interest with the Company does not apply to any transaction authorised by this article 5.

## 6. WINDING UP

6.1 On the winding up or dissolution of the Company, after provision has been made for all its debts and liabilities, any assets or property that remain (the **Company's remaining assets**) shall not be paid or distributed to the Members (except to a Member that is itself a charity and qualifies to benefit under this Article) but shall be applied or transferred:

- (a) directly for one or more of the Objects;
- (b) to any charity or charities for purposes similar to the Objects; or
- (c) to any charity or charities for particular purposes falling within the Objects.

6.2 The decision on who is to benefit from the Company's remaining assets, pursuant to article 6.1, may be made by resolution of the Members at or before the time of winding up or dissolution and, subject to any such resolution of the Members, may be made by resolution of the Directors at or before the time of winding up or dissolution.

6.3 In the event that no resolution is passed by the Members or by the Directors in accordance with this Article, the Company's remaining assets shall be applied for charitable purposes as directed by the court or the Charity Commission.



## **7. LIABILITY OF MEMBERS**

The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of its being wound up while they are a Member or within one year after they cease to be a Member, for:

- (a) payment of the Company's debts and liabilities contracted before they cease to be a Member,
- (b) payment of the costs, charges and expenses of the winding up, and
- (c) adjustment of the rights of the contributories among themselves.

## **8. MEMBERS**

8.1 The Company shall admit to membership an individual who, or an organisation which:

- (a) is a Police and Crime Commissioner and other persons or corporate bodies charged with performing a similar function outside of England and Wales but within the United Kingdom; or
- (b) applies to the Company using the application process approved by the Directors; and
- (c) is approved by the Directors.

8.2 The Directors may in their absolute discretion accept or decline to accept any application for membership and need not give reasons for doing so. There shall be no right of appeal from a decision not to accept an individual or an organisation as a Member.

8.3 The Company shall maintain a register of Members and any person or organisation ceasing to be a Member shall be removed from the register.

8.4 Membership is not transferable.

8.5 The Directors may establish different classes of membership and set out different rights and obligations for each class, with such rights and obligations recorded in the register of Members, but shall not be obliged to accept any person fulfilling those criteria as a Member.

## **9. TERMINATION OF MEMBERSHIP**

A Member shall cease to be a Member if:

- (a) the Member dies or, if it is an organisation, ceases to exist;
- (b) the Member resigns by giving notice to the Company in writing, unless the resignation would cause there to be fewer than ten Members;
- (c) any subscription or other sum payable by the Member to the Company remains unpaid within three months of it falling due and after this date the Directors pass a resolution to remove the Member from Membership. The

Company shall notify the Member in writing of the termination of their membership;

- (d) the Member is removed from membership by a resolution of the Directors that it is in the best interests of the Company that the membership is terminated. Such a resolution may not be passed unless:
  - (i) the Member has been given at least 14 clear days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it will be proposed; and
  - (ii) the Member or, at the option of the Member, the Member's representative (who need not be a Member of the Company) has been given a reasonable opportunity to make representations either in person or in writing. The Directors must consider any representations made by the Member (or the Member's representative) and inform the Member of their decision following such consideration. There shall be no right of appeal from a decision of the Directors to terminate the membership of a Member.

A Member removed from membership by such a resolution shall remain liable to pay to the Company any subscription or other sum owed by them and shall not be entitled to a refund of any such subscription or other sum paid by them to the Company.

## **10. ANNUAL GENERAL MEETINGS**

- 10.1 The Company shall hold an annual general meeting each year, with not more than 15 months elapsing between successive annual general meetings.
- 10.2 Each notice calling an annual general meeting shall specify the meeting as such and each annual general meeting shall take place at such time and place as the Directors shall think fit.
- 10.3 The business at an annual general meeting shall include but not be limited to:
  - (a) the consideration of the accounts, balance sheets, reports of the Directors and auditors;
  - (b) the retirement, appointment or re-appointment of Directors in accordance with article 20.1 to article 20.5; and
  - (c) the appointment of the auditors.

## **11. NOTICE OF GENERAL MEETINGS**

- 11.1 General meetings, including the annual general meeting, are called on a minimum of 14 clear days' notice.
- 11.2 A general meeting may be called by shorter notice 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% of the total voting rights.

11.3 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted. It shall also include a statement pursuant to the Act setting out the right of Members to appoint proxies.

11.4 The notice shall be given to:

- (a) each Member;
- (b) each Director; and
- (c) the auditor for the time being of the Company.

11.5 Proceedings at a general meeting shall not be invalidated because a person entitled to receive notice of the meeting did not receive it because of an accidental omission by the Company.

## **12. PROCEEDINGS AT GENERAL MEETINGS**

12.1 Every general meeting of the Company shall have a chair:

- (a) If the Directors have appointed a chair and vice-chair, the chair shall chair general meetings of the Company if present and willing to do so. If the chair is absent, the vice-chair shall act as chair.
- (b) If the Directors have not appointed either a chair or vice-chair, or if neither the chair nor the vice-chair is willing to chair the meeting or is not present within 15 minutes of the time at which a meeting was due to start –
  - (i) the Directors present, or
  - (ii) (if no Directors are present) the Members present,must appoint a Director to chair the meeting or if no Directors are present, the Members present shall choose one of their number to chair the meeting.
- (c) If there is only one Director present and willing to act, that Director shall chair the meeting.
- (d) Any Non-Member Director may chair a general meeting, but shall not count towards quorum nor be entitled to vote on any decision of the Members.
- (e) The person chairing the meeting in accordance with this article 12.1 is referred to as “the chair of the meeting”.

12.2 No business shall be transacted at any general meeting unless a quorum is present.

12.3 A quorum is:

- (a) Ten Members who are present in person or by proxy or through their duly authorised representatives and who are entitled to vote on the business to be conducted at the meeting; or
- (b) Twenty percent of the total membership at the time,

whichever is the greater.

- 12.4 If within 30 minutes from the time appointed for the meeting a quorum is not present, or if during the meeting a quorum ceases to be present, the meeting shall be adjourned until such other date, time and place as the Directors shall determine. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, those Members present in person or by proxy and entitled to vote shall be a quorum.
- 12.5 The chair of the meeting may adjourn such a meeting when a quorum is present, if the meeting consents to an adjournment, and shall adjourn such a meeting if directed to do so by the meeting. The chair shall specify either that the meeting:
- (a) is to be adjourned to a particular date, time and place; or
  - (b) shall be adjourned to a date, time and place to be appointed by the Directors;
- and shall have regard to any directions as to date, time and place which have been given by the meeting.
- 12.6 If the meeting is adjourned until more than 14 days after the date on which it was adjourned, the Company shall give at least seven clear days' notice of it to the same persons to whom notice of the Company's general meetings is required to be given and containing the same information which such notice is required to contain.
- 12.7 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.

### **13. VOTING AT GENERAL MEETINGS**

- 13.1 A vote on a resolution proposed 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.
- 13.2 On a show of hands or on a poll, every Member, whether an individual or an organisation, shall have one vote.
- 13.3 Any objection to the qualification of any voter must be raised at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid. Any such objection must be referred to the chair of the meeting whose decision is final.
- 13.4 Unless a poll is demanded, the declaration of the chair of the result of the vote and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact and the number or proportion of votes cast in favour or against need not be recorded.
- 13.5 A poll may be demanded by:
- (a) the chair of the meeting;
  - (b) the Directors;
  - (c) two or more persons having the right to vote on the resolution; or

- (d) 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.
- 13.6 A demand for a poll may be withdrawn if:
  - (a) the poll has not yet been taken, and
  - (b) the chair of the meeting consents to the withdrawal.
- 13.7 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 13.8 Otherwise, a poll demanded must be taken either immediately or at such time and place as the chair of the meeting directs, provided that it is taken within 30 days after it was demanded. If not taken immediately, either the time and place at which it is to be taken shall be announced at the meeting at which it was demanded or at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 13.9 The poll shall be conducted in such manner as the chair of the meeting directs and the chair of the meeting may fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 13.10 If a poll is demanded, this shall not prevent the meeting from continuing to deal with any other business that may be conducted at the meeting.

#### **14. PROXIES**

- 14.1 A Member is entitled to appoint another person as a proxy to exercise all or any of the Member's rights to attend and to speak and vote at a meeting of the Company.
- 14.2 Proxies may only be validly appointed by a notice in writing (a **proxy notice**) which:
  - (a) states the name and address of the Member appointing the proxy;
  - (b) identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
  - (d) is delivered to the Company in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or any adjourned meeting) to which they relate.

A proxy notice which is not delivered in such manner shall be invalid unless the Directors, in their discretion, accept the notice at any time before the meeting.

- 14.3 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

- 14.4 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.
- 14.5 Unless a proxy notice indicates otherwise, it must be treated as:
- (a) 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
  - (b) 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.
- 14.6 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 Company by or on behalf of that person.
- 14.7 An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 14.8 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.
- 14.9 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.

## **15. MEMBERS WHICH ARE ORGANISATIONS**

- 15.1 An organisation which is a Member of the Company may authorise any person to act as its representative at any meeting of the Company and to exercise, on behalf of the organisation, the rights of the organisation as a member.
- 15.2 The organisation must give written notice of the name of its representative to the Company and, in the absence of such notice, the Company shall not be obliged to recognise the entitlement of the organisation's representative to exercise the rights of the organisation at general meetings. Having received such notice, the Company shall consider that the person named in it as the organisation's representative shall continue to be its representative until written notice to the contrary is received by the Company.
- 15.3 The Company shall be entitled to consider that any notice received by it in accordance with article 15.2 is conclusive evidence that the representative is entitled to represent the organisation and that his authority has not been revoked. The Company shall not be required to consider whether the representative has been properly authorised by the organisation.

## **16. WRITTEN RESOLUTIONS**

- 16.1 Subject to article 16.4, a written resolution of the Members passed in accordance with this article 16 shall have effect as if passed by the Members in a general meeting. A written resolution is passed:

- (a) as an ordinary resolution if it is passed by a simple majority of the eligible Members; or
  - (b) as a special resolution if it is passed by Members representing not less than 75% of the eligible Members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 16.2 Where a resolution is proposed as a written resolution of the Company, the eligible Members are the Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.
- 16.3 Any resolution of the Members for which the Act does not specify whether it is to be passed as an ordinary resolution or as a special resolution shall be passed as an ordinary resolution.
- 16.4 A Members' resolution under the Act removing a Director or an auditor before the expiration of his term of office may not be passed as a written resolution.
- 16.5 A copy of the written resolution must be sent to every Member together with a statement informing the Member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse.
- 16.6 A Member signifies their agreement to a proposed written resolution when the Company receives from them (or from someone acting on their behalf) an authenticated document identifying the resolution to which it relates and indicating the Member's agreement to the resolution. A Member's agreement to a proposed written resolution, once signified, cannot be revoked. For these purposes:
  - (a) if the document is sent to the Company in hard copy form, it is authenticated if it bears the signature of the person sending it;
  - (b) if the document is sent to the Company in electronic form, it is authenticated if the identity of the sender is confirmed in a manner specified by the Company or, where no such manner has been specified by the Company, if it is accompanied by a statement of the identity of the sender and the Company has no reason to doubt the truth of that statement.
- 16.7 A written resolution is passed when the required majority of eligible Members have signified their agreement to it. In the case of a Member that is an organisation, its authorised representative may signify its agreement.
- 16.8 A proposed written resolution shall lapse if it is not passed within 28 days beginning with the Circulation Date.
- 16.9 Communications in relation to written resolutions shall be sent to the Company's auditors in accordance with the Act.
- 16.10 The Members may require the Company to circulate a resolution that may properly be moved and is proposed to be moved as a written resolution in accordance with sections 292 and 293 of the Act.

**17. DIRECTORS**

- 17.1 Unless otherwise determined by ordinary resolution, the number of Directors shall not be subject to any maximum but shall not be less than six.
- 17.2 At all times Member Directors shall make up a majority of the Directors.
- 17.3 A Director may appoint an alternate director or someone to act on their behalf at meetings of the Directors.

**18. POWERS OF DIRECTORS**

- 18.1 Subject to the provisions of the Act, the Articles and any special resolution, the Directors shall be responsible for the management of the Company's business and may exercise all the powers of the Company for that purpose.
- 18.2 No alteration of the Articles or any special resolution shall invalidate any prior act of the Directors.
- 18.3 A meeting of the Directors at which a quorum is present may exercise all the powers exercisable by the Directors.

**19. APPOINTMENT OF DIRECTORS**

- 19.1 Any person who is willing to act as a Director, and who is permitted by law to do so, may be appointed to be a Director by:
- (a) ordinary resolution; or
  - (b) by resolution of the Directors.
- 19.2 In relation to the appointment of Non-Member Directors, the Directors must have regard to the skills, knowledge and experience needed for the effective administration of the Company.
- 19.3 The Directors may at any time co-opt a person who is qualified to be appointed as a director to fill a vacancy in their number or as an additional director, but a co-opted Director holds office only until the next AGM. A co-opted Director is eligible for re-election.
- 19.4 The Directors may carry out an external recruitment exercise to find a suitable candidate to be appointed as a Director and who may be appointed to the role of chair in accordance with Article 26.1.

**20. RETIREMENT OF DIRECTORS**

- 20.1 Any newly appointed Director shall serve for an initial term of three years.
- 20.2 At every annual general meeting the following Directors shall retire from office, but may, subject to this article 20, offer themselves for reappointment by the Members:



- (a) Any Director who has served the initial three year term under article 20.1, or the term set out in article **Error! Reference source not found.**;
- (b) one-third, or, if their number is not divisible by three, the number nearest to one-third, of the Directors who are to retire by rotation under article 20.3; and
- (c) any Director appointed under article 19.1(b) since the previous annual general meeting.

20.3 The Directors to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. As between persons who were appointed or last reappointed on the same day, those to retire shall (unless they agree otherwise among themselves) be determined by drawing lots. A Director appointed under article 19.1(b) shall not be taken into account in determining the Directors who are to retire by rotation.

20.4 Other than a Director retiring under article 20.2(a), no person may be appointed a Director at any general meeting unless:

- (a) that person is recommended by the Directors; or
- (b) not less than 14 nor more than 35 clear days before the date of the meeting, the Company has received a notice, signed by a Member entitled to vote at the meeting, which:
  - (i) indicates the Member's intention to propose the appointment of a person as a Director;
  - (ii) states the details of that person which, if they were appointed, would be required to be recorded in the Company's register of Directors; and
  - (iii) is signed by the person to be proposed to show their willingness to be appointed.

20.5 All those who are entitled to receive notice of a general meeting shall, not less than 7 nor more than 28 clear days before the date of the meeting, be given notice of any proposal to appoint or reappoint a Director at the meeting, whether on the recommendation of the Directors or because the Company has received notice, pursuant to article 20.4(b), of a Member's intention to propose an appointment. The requirement to give notice under this article 20.5 shall not apply in the case of a Director who is to retire by rotation and seek reappointment.

20.6 No Director shall serve for more than nine consecutive years.

20.7 If a Director is required to retire at an annual general meeting by a provision of the Articles the retirement shall take effect upon the conclusion of the meeting.

## **21. DISQUALIFICATION AND REMOVAL OF DIRECTORS**

A Director shall cease to hold office if they:

- (a) are removed by ordinary resolution of the Company pursuant to the Act;

- (b) cease to be a Director by virtue of any provision in the Act or are prohibited by law from being a Director;
- (c) are disqualified from acting as a charity trustee by virtue of the Charities Act;
- (d) have a bankruptcy order made against them or a composition is made with their creditors generally in satisfaction of their debts;
- (e) in the written opinion of a registered medical practitioner who is treating the Director, have become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (f) resign by written notice to the Company, provided that at least six Directors will remain in office once the resignation takes effect;
- (g) are absent from all the meetings of the Directors held within a period of six consecutive months, without the permission of the Directors, and the Directors resolve that their office be vacated; or
- (h) are removed from office by a resolution of the Directors that it is in the best interests of the Company that their office be vacated passed at a meeting at which at least six of the Directors are present. Such a resolution must not be passed unless:
  - (i) the Director has been given at least 14 clear days' notice in writing of the meeting of the Directors at which the resolution will be proposed and the reasons why it will be proposed; and
  - (ii) the Director has been given a reasonable opportunity to make representations to the meeting either in person or in writing. The other Directors must consider any representations made by the Director (or the Director's representative) and inform the Director of their decision following such consideration. There shall be no right of appeal from a decision of the Directors to terminate the Directorship of a Director.

## **22. PROCEEDINGS OF DIRECTORS**

- 22.1 Subject to the provisions of the Articles, the Directors may regulate their proceedings as they think fit.
- 22.2 Subject to clause 22.3 acts done by a meeting of the Directors or of a committee or by a person acting as a Director shall not be invalidated by the subsequent realisation that:
- (a) the appointment of any such Director or person acting as a Director was defective; or
  - (b) any of them were disqualified; or
  - (c) any of them were not entitled to vote on the matter
- 22.3 Clause 22.2 shall only apply if the vote of the Director or person in question was not required in order for there to be a majority to pass the decision or carry out the act in question.

**23. CALLING A DIRECTORS' MEETING**

- 23.1 Any Director may call a meeting of the Directors by giving not less than 14 clear days' notice of the meeting to the Directors.
- 23.2 Notice of a meeting of the Directors must be given to each Director, but need not be in writing. The notice must specify:
- (a) the time, date and place of the meeting;
  - (b) the general particulars of the business to be considered at the meeting; and
  - (c) if it is anticipated that the Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

**24. PARTICIPATION IN DIRECTORS' MEETINGS**

- 24.1 Any Director may participate in a meeting of the Directors in person or by means of video conference, telephone or any suitable electronic means agreed by the Directors and by which all those participating in the meeting are able to communicate with all other participants.
- 24.2 If all the Directors participating in the meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

**25. QUORUM FOR DIRECTORS' MEETINGS**

- 25.1 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, provided it shall not be less than six and, unless otherwise fixed, it is six.
- 25.2 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 25.3 If the total number of Directors for the time being is less than the quorum required for decision-making by the Directors, the Directors shall not take any decision other than a decision to:
- (a) appoint further Directors; or
  - (b) call a general meeting so as to enable the members to appoint further Directors.

**26. CHAIRING DIRECTORS' MEETINGS**

- 26.1 The Directors shall appoint one of their number (who may be a Member Director or a Non-Member Director) as chair of Directors.
- 26.2 The chair shall serve a term of three years, although that term may be renewed or extended. On the same basis, the Directors may also appoint one of their number as vice-chair of Directors.

26.3 If at any meeting of the Directors neither the chair nor vice-chair of Directors is participating in the meeting within ten minutes of the time at which it was to start, the participating Directors must appoint one of themselves to chair the meeting.

26.4 The Directors may terminate the appointment of a chair or any vice-chair of Directors at any time.

**27. DECISION-MAKING BY DIRECTORS**

27.1 The general rule about decision-making by Directors is that any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 28.

27.2 Each Director has one vote on each matter to be decided, except for the chair of the meeting who, in the event of an equality of votes, shall have a second or casting vote (unless, in accordance with the Articles, the chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes).

**28. UNANIMOUS DECISIONS BY DIRECTORS**

28.1 A decision of the Directors is taken in accordance with this Article when all eligible Directors indicate to each other by any means that they share a common view on a matter.

28.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Director or to which each eligible Director has otherwise indicated agreement in writing.

28.3 References in this article to eligible Directors are to Directors who would have been entitled to vote on the matter had it been proposed as a resolution at a Directors' meeting.

28.4 A decision may not be taken in accordance with this Article if the eligible Directors would not have formed a quorum at such a meeting.

**29. DELEGATION BY DIRECTORS**

29.1 The Directors may delegate, on such terms of reference as they think fit, any of their powers or functions to any committee comprising two or more Directors.

29.2 The Directors may delegate the implementation of their decisions or day-to-day management of the affairs of the Company to any person or committee.

29.3 The terms of reference of a committee may include conditions imposed by the Directors, including that:

- (a) the relevant powers are to be exercised exclusively by the committee to whom the Directors delegate; and

- (b) no expenditure or liability may be incurred on behalf of the Company except where approved by the Directors or in accordance with a budget previously agreed by the Directors.

29.4 Persons who are not Directors may be appointed as members of a committee, subject to the approval of the Directors.

29.5 Every committee shall act in accordance with the terms of reference on which powers or functions are delegated to it and, subject to that, committees shall follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors.

29.6 The terms of any delegation to a committee shall be recorded in the minute book.

29.7 The Directors may revoke or alter a delegation.

29.8 All acts and proceedings of any committee shall be fully and promptly reported to the Directors.

### **30. CONFLICTS OF INTERESTS**

30.1 A Director must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

30.2 A Director must absent themselves from any discussions of the Directors in which it is possible that a conflict will arise between their duty to act solely in the interests of the Company and any personal interest (including, but not limited to, any personal financial interest).

30.3 If a conflict of interests arises for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

- (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
- (c) the unconflicted directors consider it is in the interests of the Company to authorise the conflict of interests in the circumstances applying.

In this article 30.3 a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

### **31. MINUTES**

The Directors shall cause the Company to keep the following records in writing and in permanent form:

- (a) minutes of proceedings at general meetings;
- (b) minutes of meetings of the Directors and of committees of the Directors, including the names of the Directors present at each such meeting;
- (c) copies of resolutions of the Company and of the Directors, including those passed otherwise than at general meetings or at meetings of the Directors; and
- (d) particulars of appointments of officers made by the Directors.

### **32. RECORDS AND ACCOUNTS**

32.1 The Directors shall comply with the requirements of the Act and the Charities Act as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

32.2 Accounting records relating to the Company must be made available for inspection by any Directors at any reasonable time during normal office hours.

32.3 A copy of the Company's latest available statement of account shall be supplied on request to any Director or Member, or to any other person who makes a written request and pays the Company's reasonable costs of fulfilling the request, within two months of such request.

### **33. COMMUNICATIONS**

33.1 The Company may deliver a notice or other document to a Member:

- (a) by delivering it by hand to the address recorded for the Member in the register of Members;
- (b) by sending it by post or other delivery service in an envelope (with postage or delivery paid) to an address recorded for the Member in the register of Members;
- (c) by electronic mail to an address notified by the Member in writing; or
- (d) by a website, the address of which shall be notified to the Member in writing.

33.2 This Article does not affect provisions in any relevant legislation or the Articles requiring notices or documents to be delivered in a particular way.

33.3 If a notice or document is delivered by hand, it is treated as being delivered at the time it is handed to or left for the Member.

33.4 If a notice or document is sent:

(a) by post or other delivery service in accordance with article 33.1(b), it is treated as being delivered:

(i) 24 hours after it was posted, if first class post was used; or

(ii) 72 hours after it was posted or given to delivery agents, if first class post was not used;

provided it can be proved conclusively that a notice or document was delivered by post or other delivery service by showing that the envelope containing the notice or document was:

(iii) properly addressed; and

(iv) put into the post system or given to delivery agents with postage or delivery paid.

(b) by electronic mail, it is treated as being delivered at the time it was sent;

(c) by a website, it is treated as being delivered when the material was first made available on the website, or if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.

For the purposes of this article, no account shall be taken of any part of a day that is not a Business Day.

33.5 If a notice is given by advertisement, it is treated as being delivered at midday on the day when the last advertisement appears in the newspapers.

#### **34. IRREGULARITIES**

The proceedings of any meeting or the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including by accidental omission to give or any non-receipt of notice) or want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

#### **35. INDEMNITY**

35.1 Subject to article 35.2, but without prejudice to any indemnity to which they may otherwise be entitled:

(a) every Director or former director of the Company shall be indemnified out of the assets of the Company in relation to any liability they incur in that capacity; and

(b) every other officer or former officer of the Company may be indemnified out of the assets of the Company in relation to any liability they incur in that capacity.

35.2 This Article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Act or by any other provision of law and any such indemnity is limited accordingly.

**36. RULES**

36.1 The Directors may from time to time establish such rules as they may consider necessary for or conducive to the effective operation of the Company. In particular, but without prejudice to the generality of the above, such rules may regulate:

- (a) the admission of Members of the Company, their rights and privileges and other conditions of membership;
- (b) the conduct of Members in relation to one another and to the Company's employees and volunteers; and
- (c) the procedure at general meetings and meetings of the Directors and committees to the extent that such procedure is not regulated by the Act or by the Articles.

36.2 The Company in general meeting may alter, add to or repeal the rules by special resolution.

36.3 The rules shall be binding on all Members and no rule shall be inconsistent with or shall affect or repeal anything contained in the Articles.