

**THE COMPANIES ACT 2006**

**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**

**MEMORANDUM of ASSOCIATION**

**of**

**WOMEN ONTO WORK LIMITED**

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**WOMEN ONTO WORK LIMITED**

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

<b>Name of each subscriber</b>	<b>Signature of each subscriber</b>

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**ARTICLES of ASSOCIATION**

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**Constitution of company**

- 1 The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulations 2008 are excluded in respect of this company.

## **Defined terms**

- 2 In these articles of association, unless the context requires otherwise:-
- 2.1 "Act" means the Companies Act 2006;
  - 2.2 "charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;
  - 2.3 "charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;
  - 2.4 "electronic form" has the meaning given in section 1168 of the Act;
  - 2.5 "OSCR" means the Office of the Scottish Charity Regulator;
  - 2.6 "property" means any property, heritable or moveable, real or personal, wherever situated;
  - 2.7 "subsidiary" has the meaning given in section 1159 of the Act.
- 3 Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.

## **Objects**

- 4 The company's objects shall be: -
- 4.1 To help disadvantaged women in Scotland move closer to and secure sustainable employment. To achieve this through the provision of personal coaching and tailored life and employability training that enables them to develop skills, knowledge, confidence and experience; and by providing them with opportunities to develop and maintain support networks.
- 5 The company's objects are restricted to those set out in article 4 (but subject to article 6).
- 6 The company may (subject to first obtaining the consent of OSCR) add to, remove or alter the statement of the company's objects in article 4; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies.

## **Powers**

- 7 In pursuance of the objects listed in article 4 (but not otherwise), the company shall have the following powers:-
- 7.1 To advise in relation to, prepare, organise, conduct and/or support training courses, educational and training events and activities of all kinds;
  - 7.2 To charge fees for goods and services produced or supplied by the company as necessary in order to recover its costs;
  - 7.3 To design, prepare, publish and/or distribute information packs, leaflets, books, newsletters, magazines, posters and other publications, audio visual recordings, multimedia products and display materials, and to create and maintain a website or websites;
  - 7.4 To promote, operate, co-ordinate, monitor, and/or support other projects and programmes (which may include workspace projects) which further the objects of the company;
  - 7.5 To provide information, advisory, support and/or consultancy services which further the objects of the company;
  - 7.6 To liaise with local authorities, central government authorities and agencies, charities/community benefit bodies and others, all with a view to furthering the objects of the company;
  - 7.7 To establish or help the establishment of any trading company or subsidiary (which shall be wholly owned by the Company) and to receive funds from any such company or subsidiary by way of Deed of Covenant, gift aid or dividend and to invest funds of the company in any such Company or subsidiary provided that such investment shall only take the form of properly secured loans and provided also that complies with any conditions or any consents required by law;
  - 7.8 To promote companies whose activities may further one or more of the above objects, or may generate income to support the activities of the company, acquire and hold shares in such companies and carry out, in relation to any such company which is a subsidiary of the company, all such functions as may be associated with a holding company;
  - 7.9 To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the company;
  - 7.10 To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the company;

- 7.11 To lend money and give credit (with or without security) and to grant guarantees and issue indemnities;
- 7.12 To borrow money, and to give security in support of any such borrowings by the company, in support of any obligations undertaken by the company or in support of any guarantee issued by the company;
- 7.13 To employ such staff as are considered appropriate for the proper conduct of the company's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;
- 7.14 To engage such consultants and advisers as are considered appropriate from time to time;
- 7.15 To effect insurance of all kinds (which may include officers' liability insurance);
- 7.16 To invest any funds which are not immediately required for the company's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments);
- 7.17 To establish and/or support any other charity, and to make donations for any charitable purpose falling within the company's objects;
- 7.18 To take such steps as may be deemed appropriate for the purpose of raising funds for the company's activities;
- 7.19 To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them);
- 7.20 To oppose, or object to, any application or proceedings which may prejudice the company's interests;
- 7.21 To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the company, and to enter into any arrangement for co-operation or mutual assistance with any charity;
- 7.22 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any other rights or privileges which the Company may think necessary for the promotion of its objects;
- 7.23 To construct, maintain and alter any buildings or erections which the Company may think necessary for the promotion of its objects;

- 7.24 To publish books, pamphlets, reports, leaflets, journals, films and instructional matter;
- 7.25 To purchase or otherwise acquire or found and carry on schools and training facilities, and to run lectures, seminars, conferences and courses;
- 7.26 To receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Company's objects or any of them and to hold funds in trust for same;
- 7.27 Subject to such consent, if any, as may be required by law, to borrow or raise money for the Company on such terms and on such security as may be thought fit;
- 7.28 To establish and support or aid in the establishment and support or to amalgamate with any other charitable institutions or associations and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Company or calculated to further its objects;
- 7.29 To do anything which may be incidental or conducive to the furtherance of any of the company's objects.

#### **Restrictions on use of the company's assets**

8 Subject to article 9: -

- 8.1 the income and property of the company shall be applied solely towards promoting the company's objects (as set out in article 4);
- 8.2 no part of the income or property of the company shall be paid or transferred (directly or indirectly) to the members of the company, whether by way of dividend, bonus or otherwise;
- 8.3 no director of the company shall be appointed as a paid employee of the company; no director shall hold any office under the company for which a salary or fee is payable; and
- 8.4 no benefit (whether in money or in kind) shall be given by the company to any director except
  - 8.4.1 repayment of out-of-pocket expenses; or
  - 8.4.2 reasonable payment in return for particular services (not being of a management nature) actually rendered to the company.

9 The company shall, notwithstanding the provisions of article 8, be entitled: -

- 9.1 to pay a rent not exceeding the market rent for premises let to the company by any member of the company;
- 9.2 to make any transfer or payment to a member where such transfer or payment is made in direct furtherance of the purposes of the company.

### **Liability of members**

- 10 Each member undertakes that if the company is wound up while he/she/it is a member (or within one year after he/she/it ceases to be a member), he/she/it will contribute - up to a maximum of £1 - to the assets of the company, to be applied towards:
  - 10.1 payment of the company's debts and liabilities contracted before he/she/it ceases to be a member;
  - 10.2 payment of the costs, charges and expenses of winding up; and
  - 10.3 adjustment of the rights of the contributories among themselves.

### **General Structure**

- 11 The structure of the organisation consists of the directors who are also the organisation's members and comprise the organisation's BOARD.

### **Qualifications for Membership**

- 12 The members of the board shall consist of the subscribers to the memorandum of association and such other persons as are admitted to membership under articles 13-15.
- 13 Membership shall be open to: -
  - 13.1 Any individual residents of Scotland over the age of 16 who subscribes to the purposes of the organisation and wishes to see them fulfilled;
  - 13.2 Any corporate body who subscribes to the purposes of the organisation and wishes to see them fulfilled;
  - 13.3 any individual who has been nominated for membership by an unincorporated body which subscribes to the purposes of the organisation and wishes to see them fulfilled.
- 14 No more than one individual nominated under article 13.2 by each unincorporated body may be a member of the company at any given time.

- 15 No employee of the company may become a member of the company; a person who becomes an employee of the company after admission to membership shall automatically cease to be a member.

### **Application for membership**

- 16 Any person or body who/which wishes to become a member must sign, and lodge with the company, a written application for membership; in the case of an application under article 13.2, the application must be signed by an appropriate officer of that body; and in the case of an application under article 13.3, the application must also be signed by an appropriate officebearer of the unincorporated body which is nominating him/her for membership.
- 17 The directors may, at their discretion, refuse to admit any person or body to membership.
- 18 The directors shall consider each application for membership at the first directors' meeting which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.

### **Membership subscription**

- 19 The members shall be entitled, by ordinary resolution, to introduce an annual subscription for membership, where they see fit.
- 20 The members may vary the amount of the annual membership subscription and/or the date on which it falls due in each year, by way of an ordinary resolution to that effect passed at an annual general meeting.
- 21 If the membership subscription payable by any member remains outstanding more than four weeks after the date on which it fell due (and providing he/she/it has been given at least one written reminder) the directors may, by resolution to that effect, expel him/her/it from membership.
- 22 A person who ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.

### **Register of members**

- 23 The directors shall maintain a register of members, setting out the full name and address of each member, the date on which he/she was admitted to membership and the date on which any person ceased to be a member; in the case of a member who was admitted under article 13.3, the entry against his/her name shall also include details of the unincorporated body which nominated him/her for membership.

### **Withdrawal from membership**

- 24 Any person or body who/which wishes to withdraw from membership shall sign (in the case of a corporate body, through an appropriate officer), and lodge with the company, a written notice to that effect; on receipt of the notice by the company, he/she/it shall cease to be a member.
- 25 An unincorporated body which has nominated an individual for membership may withdraw its nomination at any time by written notice to the company to that effect; on receipt of the notice by the company, the individual in question shall automatically cease to be a member of the company.

### **Expulsion from membership**

- 26 Any person or body may be expelled from membership by special resolution (see article 39), providing the following procedures have been observed:-
- 26.1 at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion; and
- 26.2 the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

### **Termination/transfer**

- 27 Membership shall cease on death (in the case of a corporate body) on receivership, liquidation, dissolution or striking-off of the body which constituted the member.
- 28 A member may not transfer his/her/its membership to any other person or body.

### **General meetings**

- 29 The directors shall convene an annual general meeting in each year (but excluding the year in which the company is formed); the first annual general meeting shall be held not later than 18 months after the date of incorporation of the company.
- 30 Not more than 15 months shall elapse between one annual general meeting and the next.
- 31 The business of each annual general meeting shall include:-
- 31.1 a report by the chair on the activities of the company
- 31.2 the election/re-election of directors, as referred to in articles 62 to 67.

- 32 The directors may convene an extraordinary general meeting at any time.
- 33 The directors must convene an extraordinary general meeting if there is a valid requisition by members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).

#### **Notice of general meetings**

- 34 At least 14 clear days' notice must be given of general meetings.
- 35 The reference to "clear days" in article 34 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, (or, in the case of a notice sent by electronic means, the day after it was sent) and also the day of the meeting, should be excluded.
- 36 A notice calling a meeting shall specify the date, time and place of the meeting; it shall (a) indicate the general nature of the business to be dealt with at the meeting and (b) if a special resolution (see article 39) (or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.
- 37 A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting; any other general meeting shall be called an extraordinary general meeting.
- 38 Notice of every general meeting shall be given
- 38.1 in hard copy form
  - 38.2 in writing or, (where the individual to whom notice is given has notified the company of an address to be used for the purpose of electronic communication) in electronic form; or
  - 38.3 (subject to the company notifying members of the presence of the notice on the website, and complying with the other requirements of section 309 of the Act) by means of a website.

#### **Special resolutions and ordinary resolutions**

- 39 For the purposes of these articles, a "special resolution" means a resolution passed by 75% or more of the votes cast on the resolution at a general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 34 to 38; for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.

40 In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the company, by special resolution,

40.1 to alter its name

40.2 to alter any provision of these articles or adopt new articles of association.

41 For the purposes of these articles, an “ordinary resolution” means a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes against), at a general meeting, providing proper notice of the meeting has been given in accordance with articles 34 to 38.

### **Procedure at general meetings**

42 No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall one-third of the members, present in person or (in the case of members which are corporate bodies) present via their duly authorised representatives.

43 In the event that the total membership of the company becomes fewer than one-third there shall be quorum when every member entitled to vote is present (present in person or by proxy).

44 If a quorum is not present within 15 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

45 The chair of the company shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the directors present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.

46 The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.

47 Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally or (in the case of a member which is a corporate body) given via its duly authorised representative present at the meeting

48 A member which is a corporate body shall be entitled to authorise an individual to attend and vote at general meetings; he/she will then be entitled to exercise the same powers on behalf of the body which he/she

represents as that body could have exercised if it had been an individual member of the company.

49 Any member who wishes to appoint a proxy to vote on his/her behalf at any meeting (or adjourned meeting):

49.1 shall lodge with the company, at the company's registered office, a written instrument of proxy (in such form as the directors require), signed by him/her; or

49.2 shall send by electronic means to the company, at such electronic address as may have been notified to the members by the company for that purpose, an instrument of proxy (in such form as the directors require);

providing (in either case), the instrument of proxy is received by the company at the relevant address not less than 48 hours before the time for holding the meeting (or, as the case may be, adjourned meeting).

50 An instrument of proxy which does not conform with the provisions of article 46, or which is not lodged or sent in accordance with such provisions, shall be invalid.

51 A member shall not be entitled to appoint more than one proxy to attend on the same occasion.

52 A proxy appointed to attend and vote at any meeting instead of a member shall have the same right as the member who appointed him/her to speak at the meeting and need not be a member of the company.

53 A vote given, or ballot demanded, by proxy shall be valid notwithstanding that the authority of the person voting or demanding a ballot had terminated prior to the giving of such vote or demanding of such ballot, unless notice of such termination was received by the company at the company's registered office (or, where sent by electronic means, was received by the company at the address notified by the company to the members for the purpose of electronic communications) before the commencement of the meeting or adjourned meeting at which the vote was given or the ballot demanded.

54 If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall not be entitled to a casting vote.

55 A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two persons present in person at the meeting and entitled to vote (whether as members or proxies for members)); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.

- 56 If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

### **Maximum Number of Directors**

- 57 The maximum number of directors shall be 12; out of that number, no more than 3 shall be directors who were co-opted under the provisions of articles 68 and 69.
- 58 A person shall not be eligible for election/appointment as a director under articles 52 to 67 unless he/she is a member of the company; a person appointed as a director under articles 68 and 69 need not, however, be a member of the company.
- 59 A person shall not be eligible for election/appointment as a director if he/she is an employee of the company

### **Eligibility**

- 60 A person shall not be eligible for election/appointment as a director unless he/she is a member of the company or has been nominated for election/appointment as a director by a member which is a corporate body.
- 61 A person shall not be eligible for election/appointment as a director if he/she is an employee of the company.

### **Election, retiral, re-election**

- 62 At each annual general meeting, the members may (subject to article 57) elect any member (providing he/she is willing to act) to be a director.
- 63 A member which is a corporate body may (subject to article 60) nominate any individual for election/appointment as a director; he/she will then be deemed to be a member of the company for the purposes of articles 61 and 62.
- 64 No more than one individual nominated under article 58 by each corporate member may serve as a director at any given time.
- 65 The directors may at any time appoint any member (providing he/she is willing to act) to be a director (subject to article 57).
- 66 At each annual general meeting, all of the directors shall retire from office - but shall then be eligible for re-election.
- 67 At each annual general meeting, all of the directors elected/appointed under articles 61 and 62 shall retire from office – but shall then be eligible for re-election.”

### **Appointment/re-appointment of co-opted directors**

- 68 In addition to their powers under article 62-65, the directors may (subject to article 57) at any time appoint any non-member of the company to be a director (providing he/she is willing to act) either on the basis that he/she has specialist experience and/or skills which could be of assistance to the directors.
- 69 At each annual general meeting, all of the directors appointed under article 68 shall retire from office – but shall then be eligible for re-appointment under article 68.

### **Termination of office**

70. A director shall automatically vacate office if:-
- 70.1 he/she ceases to be a director through the operation of any provision of the Act or becomes prohibited by law from being a director;
  - 70.2 he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months;
  - 70.3 he/she ceases to be a member of the company or (if he/she was nominated by a corporate body) the corporate body which nominated him/her ceases to be a member of the company and in the case of a director elected/appointed under articles 68 and 69 he/she ceases to be a member of the company;
  - 70.4 he/she becomes an employee of the company;
  - 70.5 he/she resigns office by notice to the company;
  - 70.6 he/she is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office; or
  - 70.7 he/she is removed from office by ordinary resolution (special notice having been given) in pursuance of section 168 of the Act.

### **Register of directors**

- 71 The directors shall maintain a register of directors, setting out full details of each director, the name of the corporate member which nominated each director (if applicable), the date on which each such person became a director, and the date on which any person ceased to hold office as a director.

### **Office Bearers**

- 72 The directors shall elect from among themselves a chair and a treasurer, and such other office bearers (if any) as they consider appropriate.
- 73 All of the office bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then be eligible for re-election.
- 74 A person elected to any office shall cease to hold that office if he/she ceases to be a director, or if he/she resigns from that office by written notice to that effect.

#### **Powers of directors**

- 75 Subject to the provisions of the Act and these articles, and subject to any directions given by special resolution, the company and its assets and undertaking shall be managed by the directors, who may exercise all the powers of the company.
- 76 A meeting of the directors at which a quorum is present may exercise all powers exercisable by the directors.

#### **Personal interests**

- 77 A director who has a personal interest in any transaction or other arrangement which the company is proposing to enter into, must declare that interest at a meeting of the directors; he/she will be debarred (in terms of article 88) from voting on the question of whether or not the company should enter into that arrangement.
- 78 For the purposes of the preceding article, a director shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director (or any other party who/which is deemed to be connected with him/her for the purposes of the Act), has a personal interest in that arrangement.
- 79 Provided:
- 79.1 he/she has declared his/her interest; and
- 79.2 he/she has not voted on the question of whether or not the company should enter into the relevant arrangement

a director will not be debarred from entering into an arrangement with the company in which he/she has a personal interest (or is deemed to have a personal interest under article 77) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.

- 80 Subject to article 81, no director may serve as an employee (full time or part time) of the company, and no director may be given any remuneration by the company for carrying out his/her duties as a director.
- 81 The directors may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the directors, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

### **Procedure at directors' meetings**

- 82 Any director may call a meeting of the directors or request the secretary to call a meeting of the directors.
- 83 Questions arising at a meeting of the directors shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.
- 84 No business shall be dealt with at a meeting of the directors unless a quorum is present; the quorum for meetings of the directors shall (subject to article 85) be 3.
- 85 If at any time the number of directors in office falls below the number fixed as the quorum, the remaining director(s) may act only for the purpose of filling vacancies or of calling a general meeting.
- 86 Unless he/she is unwilling to do so, the chair of the company shall preside as chairperson at every directors' meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the directors present shall elect from among themselves the person who will act as chairperson of the meeting.
- 87 The directors may, at their discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the directors; for the avoidance of doubt, any such person who is invited to attend a directors' meeting shall not be entitled to vote.
- 88 A director shall not vote at a directors' meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the company; he/she must withdraw from the meeting while an item of that nature is being dealt with.
- 89 For the purposes of article 89, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that matter.

- 90 A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.
- 91 The company may, by ordinary resolution, suspend or relax to any extent – either generally or in relation to any particular matter – the provisions of articles 88 to 90.

### **Conduct of Directors**

- 92 Each of the directors shall, in exercising his/her functions as a director of the company, act in the interests of the company; and, in particular, must: -
- 92.1 seek, in good faith, to ensure that the company acts in a manner which is in accordance with its objects;
  - 92.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
  - 92.3 in circumstances giving rise to the possibility of a conflict of interest of interest between the company and any other party:-
    - 92.3.1 put the interests of the company before that of the other party, in taking decisions as a director;
    - 92.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the company and refrain from participating in any discussions or decisions involving the other directors with regard to the matter in question;
  - 92.6 ensure that the company complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

### **Delegation to sub-committees**

- 93 The directors may delegate any of their powers to any sub-committee consisting of one or more directors and such other persons (if any) as the directors may determine; they may also delegate to the chair of the company (or the holder of any other post) such of their powers as they may consider appropriate.
- 94 Any delegation of powers under article 93 may be made subject to such conditions as the directors may impose and may be revoked or altered.
- 95 The rules of procedure for any sub-committee shall be as prescribed by the directors.

### **Operation of bank accounts**

- 96 The signatures of two out of the signatories appointed by the directors shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the company; at least one out of the two signatures must be the signature of a director.

### **Secretary**

- 97 The directors shall (notwithstanding the provisions of the 2006 Act) appoint a company secretary, and on the basis that the term of office, remuneration (if any), and other terms and conditions attaching to the appointment of the company secretary shall be as determined by the directors; the company secretary may be removed by the directors at any time.

### **Minutes**

- 98 The directors shall ensure that minutes are made of all proceedings at general meetings, directors' meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting.

### **Accounting records and annual accounts**

- 99 The directors shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
- 100 The directors shall prepare annual accounts, complying with all relevant statutory requirements.
- 101 No member shall (unless he/she/it is a director) have any right of inspecting any accounting or other records, or any document of the company, except as conferred by statute or authorised by ordinary resolution of the company.

### **Notices**

- 102 Any notice which requires to be given to a member under these articles shall be given either in writing or by electronic means; such a notice may be given personally to the member *or* be sent by post in a pre-paid envelope addressed to the member at the address last intimated by him/her to the company *or* (in the case of a member who has notified the company of an address to be used for the purpose of electronic communications) may be given to the member by electronic means.
- 103 Any notice, if sent by post, shall be deemed to have been given at the expiry of 24 hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.

- 104 Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators.

### **Winding-up**

- 105 If on the winding-up of the company any property remains after satisfaction of all the company's debts and liabilities, such property shall not be paid to or distributed among the members of the company but shall instead be transferred to some other charity or charities (whether incorporated or unincorporated) whose objects are altogether or in part similar to the objects of the company.
- 106 The charity or charities to which property is transferred under article 105 shall be determined by the members of the company at or before the time of dissolution or, failing such determination, by such court as may have jurisdiction at that time.
- 107 To the extent that effect cannot be given to the provisions of articles 105 and 106, the relevant property shall be applied to some other charitable purpose or purposes.

### **Indemnity**

- 108 Every director or other officer or auditor of the company shall be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) out of the assets of the company against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office; that may include, without prejudice to that generality, (but only to the extent permitted by those sections of the Act), any liability incurred by him/her in defending any proceedings (whether civil or criminal) in which judgement is given in his/her favour or in which he/she is acquitted **or** any liability in connection with an application in which relief is granted to him/her by the court from liability for negligence, default or breach of trust in relation to the affairs of the company.
- 109 The company shall be entitled to purchase and maintain for any director insurance against any loss or liability which any director or other officer of the company may sustain or incur in connection with the execution of the duties of his/her office, and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a director).