



THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

**ARTICLES OF ASSOCIATION
OF
NORFOLK AND NORWICH SEND ASSOCIATION**

**Company No 02854806
Registered charity No 1027466**

Adopted by special resolution passed on 16 July 2024

1. Interpretation

1.1 In these Articles, unless the context otherwise requires:

Articles: means the Charity'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;

CEO: the Chief Executive Officer of the Charity

Charities Act: means the Charities Act 2011;

Charity: means Norfolk and Norwich SEND Association, which is a charitable company 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 Companies 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;

Companies Act: means the Companies Act 2006;

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 Charity. The Directors are charity trustees as defined by section 177 of the Charities Act;

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 Companies Act;

Executive Committee: together the Board of Directors, the Officers and the CEO

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

Member: means a person who is a subscriber to the Memorandum or who is admitted to membership in accordance with the Articles;

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

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

Officers: together the Chair of Trustees, the Treasurer and the Company Secretary as elected by the Board of Directors at the AGM

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 Companies Act shall have the same meanings in these Articles.

1.3 Apart from the exception mentioned in the previous sentence, 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 any subordinate legislation from time to time made under it; and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

1.4 The Model Articles shall not apply to the Charity.

2. Objects

2.1 For the public benefit, the promotion of specialist provision for people of all ages residing in Norfolk and living with, or caring for others with special educational needs and/or disabilities, as well as neurologically diverse individuals, who may feel excluded, marginalised or unsupported because of social, behavioural and/or developmental differences (hereinafter referred to collectively as 'SEND') in particular but not exclusively by facilitating a range of projects that promote inclusion, advocacy, participation, accessibility, and awareness.

3. Powers

In furtherance of the Objects, but not further or otherwise, the Charity has the power to:

- (a) provide, maintain, and conduct clinics, treatment and training centres, nurseries, early-intervention programmes, day and residential services,

employability services, holiday opportunities, respite, social/leisure clubs, hostels and other foundation; and

- (b) take all reasonable and realistic measures to assist those with SEND so far as it is possible:
 - (i) to try new things
 - (ii) to achieve self-determination
 - (iii) to achieve inclusive participation in the wider community
 - (iv) to build meaningful friendships and access social opportunities
 - (v) to understand their rights and responsibilities
 - (vi) to attain optimal life opportunities, including but not limited to, accommodation, work, training, wellbeing and education
- (c) promote, conduct and/or engage in research and experimental work calculated to be of benefit to those living with, or caring for others with, SEND;
- (d) provide financial assistance, to make grants and donations to, and to provide equipment and apparatus for those living with, or caring for others with SEND or generally to provide such other assistance to local or central authorities or other bodies of personal calculated to be of benefit to those living with, or caring for other with, SEND collectively or individually;
- (e) collect and disseminate information relating to the foregoing objects, and exchange information with other bodies sharing similar objects and specifically, but not exclusively:
 - (i) to cause to be written and printed or otherwise originated and reproduced and to be published or circulated (whether gratuitously or not) any newspapers, periodicals, magazines, books, pamphlets, leaflets or other documents, social media campaigns, website content, or recorded video or audio,
 - (ii) to arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars, and training courses.
- (f) accept (or disclaim) any gifts, subscriptions (whether or not under deed of covenant), donations, bequests or devises of lands, monies, securities or other real or personal property;
- (g) raise funds by way of subscription, donation or otherwise;
- (h) 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;
- (i) establish or purchase companies to carry on any trade;
- (j) sell, lease or otherwise dispose of all or any part of the Charity's real or personal property and any and all rights of the Charity, subject to such consents as may be required by law;
- (k) 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 Charity's property and assets, subject to such consents as may be required by law;

- (l) 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;
- (m) purchase, 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;
- (n) set aside funds for particular purposes or as reserves against future expenditure;
- (o) 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;
- (p) delegate the management of investments to a Financial Expert, but only on terms that:
 - (i) the Charity'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 Charity;
- (q) arrange for the investments or other property of the Charity 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;
- (r) co-operate with other bodies and to exchange information and advice with them;
- (s) establish or support or aid in the establishment and support of any organisation formed for objects similar to any or all of the Objects;
- (t) enter into partnership or other arrangement with any other body with objects similar to any or all of the Objects;
- (u) 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;
- (v) enter into contracts to provide services to or on behalf of other bodies;

- (w) provide or procure the provision of advice;
- (x) publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes, instructional matter and any other form of information in or on any media;
- (y) promote, undertake and commission research, surveys, studies or other work and to disseminate the useful results;
- (z) 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 dependants;
- (aa) take such lawful steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the charitable company in the shape of donations, annual subscriptions or otherwise and for that purpose to appoint collectors as may be considered expedient;
- (bb) subscribe to, become a member of, or co-operate with any other charitable organisation, institution, society or body not formed for or established for purposes of profit (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are wholly or in part similar to those of Nansa and which by its constitution prohibits the distribution of its income and property amongst its members to an extent at least as great as is imposed on the charitable company;
- (cc) purchase or otherwise acquire and undertake all or such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Charity of any one or more of the charitable organisations, institutions, societies or bodies having objects altogether or in part similar to those of the Charity;
- (dd) take out such insurance policies as are necessary to protect the Charity;
- (ee) provide indemnity insurance for the Directors or any other officer of the Charity in accordance with and subject to the conditions in section 189 of the Charities Act;
- (ff) 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;
- (gg) organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
- (hh) provide and assist in the provision of money, materials or other aid;
- (ii) act as trustee and to undertake and execute charitable trusts;
- (jj) 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;

- (kk) pay out of the funds of the Charity the costs incurred in connection with the formation and registration of the Charity as a company and as a charity; and
- (ll) 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 Charity shall only be applied to promote the Objects.
- 4.2 Except as provided below, no part of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Charity. This shall not prevent any payment in good faith by the Charity of:
 - (a) a benefit to any Member in the capacity of a beneficiary of the Charity;
 - (b) reasonable and proper remuneration to any Member for any goods or services supplied to the Charity, provided that article 5 applies if such a Member is a Director;
 - (c) interest on money lent by a Member to the Charity at a reasonable and proper rate;
 - (d) reasonable and proper rent for premises demised or let by a Member to the Charity; 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 Charity;
 - (b) may benefit from trustee indemnity insurance purchased by the Charity in accordance with section 189 of the Charities Act;
 - (c) may receive payment under an indemnity from the Charity in the circumstances set out in article 34;
 - (d) may not receive any other benefit or payment from the Charity 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 who is also a Director) or Connected Person may:
 - (a) purchase any goods or services from the Charity on terms preferential to those applicable to members of the public;
 - (b) sell goods, services, or any interest in land to the Charity;

- (c) be employed by, or receive any remuneration from the Charity; or
- (d) receive any other financial benefit from the Charity.

5.3 A Director or a Connected Person may:

- (a) receive a benefit from the Charity in the capacity of a beneficiary of the Charity provided that a majority of the Directors do not benefit in this way;
- (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 Charity 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 Charity that are not supplied in connection with services provided to the Charity by the Director or Connected Person;
- (d) receive reasonable and proper rent for premises let to the Charity;
- (e) receive interest at a reasonable and proper rate on money lent to the Charity;
- (f) take part in the normal trading and fund-raising activities of the Charity on the same terms as members of the public; and
- (g) receive or retain any payment or benefit for which prior written authorisation has been obtained from the Charity Commission.

5.4 The Charity and its Directors may only rely on 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 Charity and the Director or Connected Person supplying the goods (the **Supplier**) under which the Supplier is to supply the goods in question to the Charity;
 - (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 Charity 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 Charity 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 "Charity" includes any company in which the Charity:
 - (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 Companies Act to avoid a conflict of interest with the Charity does not apply to any transaction authorised by this article 5.

6. Winding up

- 6.1 The Charity may be dissolved only by resolution of the Executive Committee at a quorate Extraordinary General Meeting observing no less than fourteen days' notice stating the terms of the resolution to be proposed thereat.
- 6.2 On the winding up or dissolution of the Charity, after provision has been made for all its debts and liabilities, any assets or property that remain (the **Charity's remaining assets**) shall not be paid or distributed to the Members but shall be applied or transferred either:
 - (a) directly for the Objects; or
 - (b) to The Hamlet Charity (Charity No: 1000653); or
 - (c) to Assist Trust (Charity No: 1057772 or Company No: 3206320); or
 - (d) to any other charity or charities for purposes similar to the Objects; or
 - (e) to any other charity or charities for particular purposes falling within the Objects.
- 6.3 The decision on who is to benefit from the Charity's remaining assets, pursuant to article 6.2, 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.
- 6.4 In the event that no resolution is passed by the Members or by the Directors in accordance with this Article, the Charity'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 Charity 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 Charity'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 Directors from time to time shall be the only Members. A Director shall become a Member on becoming a Director.
- 8.2 The Charity shall maintain a register of Members and any person ceasing to be a Member shall be removed from the Register.
- 8.3 Membership is not transferable.

9. Termination of membership

A Member shall cease to be a Member if they:

- (a) cease to be a Director; or
- (b) die.

10. General meetings of members

- 10.1 The Directors may call a general meeting of the Members at any time no less than six times annually (inclusive of the annual general meeting (AGM)) and such a meeting shall be held in accordance with the Companies Act.
- 10.2 The Charity shall in each year hold an AGM at such time and place as the Executive Committee shall determine.
- 10.3 No more than fifteen months shall elapse between the date of an AGM and the next and the business of the AGM shall include:
 - (a) the election of the Board of Directors
 - (b) the election of the Officers
 - (c) the appointment of an auditor or auditors
 - (d) consideration of the Director' annual report and audited financial statements
- 10.4 General meetings shall be called on notice in accordance with the Companies Act and proceedings at a general meeting shall not be invalidated because a person entitled to receive notice of the meeting did not receive it due to an accidental omission by the Charity.
- 10.5 No business shall be transacted at any general meeting unless a quorum is present. A quorum is four members of the Executive Committee, of which there must be an Officer and no less than three Directors, who are present in person and who are entitled to vote on the business to be conducted at the meeting.

- 10.6 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.
- 10.7 On a show of hands or on a poll, every Member, whether an individual or an organisation, shall have one vote.
- 10.8 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.
- 10.9 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.
- 10.10 An Extraordinary General Meeting may be held where a request is made to the Company Secretary. The request must be in writing and signed by no less than one Officer. The request must state the purpose of the meeting and twenty-one days' notice of the meeting must be communicated to the Executive Committee. Where all members of the Executive Committee agree, the notice period may be reduced, and the meeting can be held at an earlier time.

11. Written resolutions

- 11.1 Subject to article 11.4, a written resolution of the Members passed in accordance with this article 11 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.
- 11.2 Where a resolution is proposed as a written resolution of the Charity, the eligible Members are the Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.
- 11.3 Any resolution of the Members for which the Companies 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.
- 11.4 A Members' resolution under the Companies Act removing a Director or an auditor before the expiration of their term of office may not be passed as a written resolution.
- 11.5 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.
- 11.6 A Member signifies their agreement to a proposed written resolution when the Charity 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 Charity 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 Charity in electronic form, it is authenticated if the identity of the sender is confirmed in a manner specified by the Charity or, where no such manner has been specified by the Charity, if it is accompanied by a statement of the identity of the sender and the Charity has no reason to doubt the truth of that statement.

- 11.7 A written resolution is passed when the required majority of eligible Members have signified their agreement to it.
- 11.8 A proposed written resolution shall lapse if it is not passed within 28 days beginning with the Circulation Date.
- 11.9 Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Act.
- 11.10 The Members may require the Charity 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 Companies Act.

12. Directors

- 12.1 The number of Directors shall not be subject to any maximum but shall not be less than three.
- 12.2 A Director may not appoint an alternate director or anyone to act on their behalf at meetings of the Directors.

13. Powers of Directors

- 13.1 Subject to the provisions of the Companies Act, the Articles and any Special Resolution, the Directors shall be responsible for the management of the Charity's business and may exercise all the powers of the Charity for that purpose.
- 13.2 No alteration of the Articles or any Special Resolution shall invalidate any prior act of the Directors.
- 13.3 A meeting of the Directors at which a quorum is present may exercise all the powers exercisable by the Directors.

14. Appointment of Directors

- 14.1 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 resolution of the Directors.
- 14.2 Where a maximum number of Directors has been fixed, the appointment of a Director must not cause that number to be exceeded.

15. Retirement of Directors

- 15.1 At every AGM one-third, or, if their number is not divisible by three, the number nearest to one-third, of the Directors shall retire by rotation under article 15.2, but may, subject to article 15.4, offer themselves for reappointment by the Directors.
- 15.2 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.
- 15.3 If a Director is required by the Articles to retire at an AGM, the retirement shall take effect on the conclusion of the meeting.
- 15.4 No Director shall serve for more than nine consecutive years, unless the Directors consider it would be in the best interests of the Charity for a particular Director to continue to serve beyond that period and that Director is reappointed in accordance with the Articles.

16. Disqualification and removal of Directors

A Director shall cease to hold office if they:

- (a) are removed by ordinary resolution of the Charity pursuant to the Companies Act;
- (b) cease to be a Director by virtue of any provision in the Companies 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) cease to be a Member of the Charity;
- (e) have a bankruptcy order made against them or a composition is made with their creditors generally in satisfaction of their debts;
- (f) are named on the barred list maintained under the Safeguarding Vulnerable Groups Act 2006;
- (g) 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;
- (h) resign by written notice to the Charity, provided that at least three Directors will remain in office once the resignation takes effect;
- (i) are absent from all the meetings of the Directors held within a period of twelve consecutive months, without the permission of the Directors, and the Directors resolve that their office be vacated; or
- (j) are removed from office by a resolution of the Directors that it is in the best interests of the Charity that their office be vacated passed at a meeting at which at least half 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.

17. Proceedings of Directors

- 17.1 Subject to the provisions of the Articles, the Directors may regulate their proceedings as they think fit.
- 17.2 The Directors shall meet at least four times a year.
- 17.3 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 or all of them were disqualified; or
 - (c) any or all of them were not entitled to vote on the matter.

18. Calling a directors' meeting

- 18.1 Any Director may call a meeting of the Directors by giving notice of the meeting to the Directors or by authorising the company secretary (if any) to give such notice.
- 18.2 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.

19. Participation in Directors' meetings

- 19.1 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.
- 19.2 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.

20. Quorum for Directors' meetings

- 20.1 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 three and, unless otherwise fixed, it is three.
- 20.2 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 20.3 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 appoint further Directors.

21. Chairing Directors' meetings

- 21.1 The Directors shall appoint one of their number as chair of Directors and may determine the length of term for which the chair of Directors is to serve in that office, 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.
- 21.2 If at any meeting of the Directors neither the chair nor vice-chair of Directors, if any, 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.

22. Decision-making by Directors

- 22.1 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 23.
- 22.2 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).

23. Unanimous decisions by Directors

- 23.1 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.
- 23.2 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.
- 23.3 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.
- 23.4 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.

24. Delegation by Directors

- 24.1 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.
- 24.2 The Directors may delegate the implementation of their decisions or day-to-day management of the affairs of the Charity to any person or committee.
- 24.3 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 Charity except where approved by the Directors or in accordance with a budget previously agreed by the Directors.
- 24.4 Persons who are not Directors may be appointed as members of a committee, subject to the approval of the Directors.
- 24.5 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.
- 24.6 The terms of any delegation to a committee shall be recorded in the minute book.
- 24.7 The Directors may revoke or alter a delegation.
- 24.8 All acts and proceedings of any committee shall be fully and promptly reported to the Directors.

25. Conflicts of interest

- 25.1 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 Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.
- 25.2 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 Charity and any personal interest (including but not limited to any personal financial interest).
- 25.3 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 charity to authorise the conflict of interests in the circumstances applying.

In this article 25.3 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.

26. Secretary

- 26.1 The Directors may appoint any person who is willing to act as the secretary for such term at such remuneration and on such conditions as the Directors think fit. From time to time the Directors may decide to remove such person and to appoint a replacement.
- 26.2 A secretary who is also a Director may not be remunerated, otherwise than as permitted by these Articles.

27. Change of company name

The name of the Company may be changed by:

- (a) decision of the Directors; or
- (b) a Special Resolution of the Members,

or otherwise in accordance with the Companies Act.

28. Minutes

The Directors shall cause the Charity 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 Charity 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.

29. Records and accounts

- 29.1 The Directors shall comply with the requirements of the Companies 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.
- 29.2 Accounting records relating to the Charity must be made available for inspection by any Directors at any reasonable time during normal office hours.
- 29.3 A copy of the Charity'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 Charity's reasonable costs of fulfilling the request, within two months of such request.

30. Finance

- 30.1 The income and property of the Charity shall be applied solely towards the promotion of its objects as set forth herein.
- 30.2 The Executive Committee shall cause such proper accounting records to be kept as are necessary to give a true and fair view of the affairs of the Charity and to explain the transactions relating to its assets and liabilities and its income and expenditure. The books of accounts shall be secured digitally and at the Charity's registered address or at such other place or places as the Executive Committee shall think fit and shall always be open to the inspection of the members of the Executive Committee.
- 30.3 The accounts shall be audited at least once a year by a duly qualified auditor appointed at the AGM. The financial year shall end on 31 March each year. An audited statement of the accounts for the last financial year shall be submitted by the Executive Committee to the AGM.
- 30.4 A bank account (or accounts) shall be opened and maintained in the name of the Charity with such bank(s) as the Executive Committee shall from time to time decide. Such account(s) shall be under the control of the Executive Committee which shall provide for its method of operation but so that the signatures of at least two members of the Executive Committee, one of whom shall be either the Treasurer or the Chair, shall at all times be required.
- 30.5 All funds of the Charity shall immediately on receipt be paid into the aforementioned bank account(s).
- 30.6 The Executive Committee shall make and to the best of its ability enforce adequate regulations for internal control and the security and safe custody of all moneys, securities and other documents belonging to the Charity or to any beneficiary for whom the Charity has responsibility.
- 30.7 The Executive Committee will ensure the charitable company has a policy of retaining sufficient funds to allow a planned withdrawal from an activity should funding for that activity cease. This Reserves Policy will be reviewed annually to ensure it is sufficient for its purpose.

31. Annual Report and Return and Register of Charities

- 31.1 The directors must comply with the requirements of the Charities Act 2011 with regard to the:

- (a) transmission of a copy of the statements of account to the Commission;
 - (b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - (c) preparation of an Annual Return and its transmission to the Commission.
- 31.2 The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities

32. Communications

- 32.1 Subject to the Articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in any way in which the Companies Act provides for documents or information which are authorised or required by any provision of the Companies Act to be sent or supplied by or to the Charity.
- 32.2 Subject to the Articles, any notice or document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or documents for the time being.
- 32.3 A Director may agree with the Charity that notices or documents sent to that Director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

33. 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.

34. Indemnity

- 34.1 Subject to article 34.2, but without prejudice to any indemnity to which they may otherwise be entitled:
- (a) every Director or former director of the Charity shall be indemnified out of the assets of the Charity in relation to any liability they incur in that capacity; and
 - (b) every other officer or former officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability they incur in that capacity.
- 34.2 This article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Companies Act or by any other provision of law and any such indemnity is limited accordingly.