

THE COMPANIES ACTS 1985 - 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

**ARTICLES OF ASSOCIATION
OF WORKING FAMILIES**

**Incorporated under the Companies Act 2006
on 9 April 2003
under No 04727690**

**As amended by special resolutions that came into effect
on 30 September 2003, 1 September 2014 and 2 April
2020**

The Companies Acts 1985 - 2006
A COMPANY LIMITED BY GUARANTEE

Articles of Association

of

Working Families

1. INTERPRETATION

1.1 In these Articles, the words in the first column of the table below, shall bear the meanings set opposite to them in the second column, if not inconsistent with the subject or context:

the Act	the Companies Act 2006 and every statutory modification, replacement or re-enactment of it for the time being in force.
the or these Articles	the Articles of Association of the Charity, as amended from time to time.
Board	the Board of Trustees.
Chair	the chair of Trustees appointed in accordance with these Articles.
Charity	the company regulated by these Articles.
Charity Commission	the Charity Commission for England and Wales.
Clear Day	in relation to a period of notice means that period excluding the day when the notice is given or is deemed to be given and the day for which it is given or on which it is to take effect.
Connected Person	<p>includes:</p> <ul style="list-style-type: none">(a) any child, parent, grandchild, grandparent, brother or sister of a Trustee (and includes any step-child);(b) the spouse, civil partner of a Trustee or any person falling within (a) (and includes any person with whom a Trustee lives as partner in an enduring relationship);(c) a person carrying on business in partnership with a Trustee or with any person falling within (a) or (b);(d) an institution which is controlled: (i) by a Trustee or by any person falling within (a), (b) or (c), or (ii) by two or more persons falling within (d)(i), when taken together; and(e) a body corporate in which (i) a Trustee or any connected person falling within any of paragraphs (a) to (c) has a substantial interest, or (ii) two or more persons falling within (e)(i) when taken together, have a substantial interest; <p>and 'controlled' and 'substantial interest' have the meaning provided in ss351 to 352 Charities Act 2011.</p>
Electronic Form	something sent by electronic means (as defined by the Act), such as an email or fax, or by any other means while still being in

- electronic form.
- Eligible Trustees** all Trustees who would be entitled to vote on a resolution at a Board meeting.
- Financial Expert** an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000.
- General Meeting** a general meeting of the Charity.
- Member** a member of the Charity for the purposes of the Act and Members means all the members.
- the Objects** the objects of the Charity set out in Article 4.
- the Office** the registered office of the Charity.
- OSCR** the Office of the Scottish Charity Regulator.
- the Register** the register of members of the Charity kept pursuant to the Act.
- the Seal** the common seal of the Charity, if it has one.
- the Secretary** any person appointed to perform the duties of secretary of the Charity.
- a Trustee** a director of the Charity and **Trustees** means all the directors.
- Vice Chair** the vice chair of Trustees appointed in accordance with these Articles.
- working families** has the meaning given in Article 4.1.
- in writing or written** 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 specifically stated otherwise:
- 1.2.1 Words or expressions bear the same meaning as in the Act as in force on the date when these Articles become binding on the Charity;
- 1.2.2 Words denoting the singular include the plural and vice versa;
- 1.2.3 Words denoting any one gender include all genders;
- 1.2.4 Each reference to **person** includes a reference to a body corporate, unincorporated association, government, local authority, state, partnership, scheme, fund and trust (in each case, whether or not having separate legal personality); and
- 1.2.5 General words shall not be given a restrictive interpretation by reason of their being preceded or followed by words indicating a particular class of acts, matters or things.
- 1.3 The Companies (Model Articles) Regulations 2008 shall not apply to the Charity.
- 2. NAME & OFFICE**
- 2.1 The name of the Charity is Working Families (or such other name as the Trustees shall from time to time decide).

2.2 The Office of the Charity will be situated in England.

3. **GUARANTEE**

Every Member undertakes that if the Charity is wound up while he is a Member, or within one year after he ceases to be a Member, that Member will contribute to the assets of the Charity such amount as may be required for the payment of the debts and liabilities of the Charity contracted before he ceases to be a Member, payment of the costs, charges and expenses of winding-up and for the adjustment of the rights of the contributories among themselves not exceeding £1.

4. **OBJECTS**

4.1 The objects for which the Charity is established are to benefit the public benefit by:

- 4.1.1 the promotion and advancement of the physical and mental health and well-being of working families and carers;
- 4.1.2 the relief of working families in need by reason of age, ill health, disability, financial hardship or other disadvantage;
- 4.1.3 advancing public education (particularly amongst employers and employees) about all aspects of alternative and flexible working patterns and practices, including (but without limitation) by:
 - (a) promoting and advancing better working practices, and
 - (b) providing information, advice, guidance and counselling for people in work or seeking work including about their rights and entitlements and the provision of care for dependants (including those with disabilities),

where "**working families**" means working parents, grandparents and/or guardians or carers, and the children and other dependants for whom they are providing care or support..

(the Objects).

5. **POWERS**

5.1 In furtherance of the Objects but not further or otherwise, the Charity shall have the following powers (but only to the extent to which they may lawfully be exercised by a company having exclusively charitable objects):

- 5.1.1 to purchase, take on lease or in exchange, hire or otherwise acquire and hold for any estate or interest any real or personal property and any rights or privileges which may be necessary for the promotion of the Objects and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Charity;
- 5.1.2 subject to such consents as may be required by law, to sell, exchange, let, mortgage, charge, grant or create security over, dispose of, turn to account or otherwise deal with all or any of the property or assets of the Charity;
- 5.1.3 subject to such consents as may be required by law, to borrow and raise money and secure or discharge any debt or obligation of the Charity in such manner as may be thought fit and in particular by mortgages of, or charges upon or security over, the undertaking and all or any of the real and personal property or assets (present and future) of the Charity or by the creation and issue of debentures, debenture stock or other obligations or securities of any description;

- 5.1.4 to raise funds and organise appeals and invite and receive contributions from any person whatsoever by way of subscription (whether or not under deed of covenant), donation, gift, endowment, legacies, bequests and otherwise, and whether or not subject to any special trusts or conditions. Provided that the Charity shall not undertake any permanent trading activities in raising funds, the profits of which are liable to tax, otherwise than for carrying out the Objects,
- 5.1.5 to set aside funds for special purposes or as reserves against future expenditure;
- 5.1.6 to invest the monies of the Charity not immediately required for its purposes in or upon such investments, securities or property as may be thought fit and to vary the investments in such manner as may from time to time be determined subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law;
- 5.1.7 to delegate the management of investments to a Financial Expert but only on terms that:
- (a) the investment policy is set down in writing for the Financial Expert by the Trustees;
 - (b) every transaction is reported promptly to the Trustees;
 - (c) the performance of the investments is reviewed regularly with the Trustees;
 - (d) the Trustees are entitled to cancel the delegation arrangements at any time;
 - (e) the investment policy and the delegation arrangement are reviewed at least once a year;
 - (f) all payments due to the Financial Expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - (g) the Financial Expert must not do anything outside the powers of the Trustees.
- 5.1.8 to arrange for investments or other property or assets of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) acting under the control of the Trustees or of a Financial Expert acting under their instructions and to pay any reasonable fee required;
- 5.1.9 to encourage groups of persons to form branches, friends groups or other voluntary groups and provide an organisation within which they should conduct their business which must be for, or conducive to, the Objects and at its discretion to dissolve any such branches, friends groups or other voluntary groups or dissociate them from the Charity. Each branch, friends group or other voluntary group shall be constituted and its affairs shall be carried on in accordance with regulations approved from time to time by the Trustees;
- 5.1.10 to establish, support, act as trustee of or aid in the establishment and support of any charitable associations, institutions or trusts and to subscribe or guarantee money for charitable purposes in any way connected with the Objects or which shall further the Charity's interests or any of them;
- 5.1.11 to employ staff and to make provision for the payment of pensions and superannuation to or on behalf of employees and former employees of the Charity and their spouses, civil partners, widows, widowers and other dependants and to provide life, health, accident and other insurances and other benefits (financial or otherwise) to or for the benefit of any of them;

- 5.1.12 to pay out of the funds of the Charity the cost of any premium in respect of any insurance or indemnity to cover liability of the Board or any Trustee which by virtue of any rule of law would otherwise attach to them, in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Charity provided that any such insurance or indemnity shall not extend to any claim arising from criminal or wilful or deliberate neglect or default on the part of the Board (or any Trustee) and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the Trustees, or any Trustee, in their capacity as Trustees, or a Trustee, of the Charity;
- 5.1.13 to insure the property and assets of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 5.1.14 to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar purposes and to exchange information and advice with them;
- 5.1.15 to the extent permitted by law, to campaign and to support campaigns on any matter relevant to the Objects;
- 5.1.16 to establish and operate or aid in the establishment and operation of a help or advice service in any form including on the telephone and via the internet;
- 5.1.17 to subscribe to, support, affiliate, become a member of, transfer all or any of the Charity's property to, amalgamate with or cooperate 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 the Charity 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 Charity;
- 5.1.18 to 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 the Objects;
- 5.1.19 to use any form of media and communication including but not limited to printing and publishing any newspaper, periodicals, books, articles or leaflets using films, television, video and the internet;
- 5.1.20 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts;
- 5.1.21 to undertake or support research in furtherance of the Objects and to publish the useful results of such research;
- 5.1.22 in so far as is permitted by law, to give all kinds of indemnities and to guarantee the performance of the obligations and liabilities of any person in each case either with or without the Charity receiving any consideration or advantage;
- 5.1.23 to arrange and provide for (including by making grants towards the cost), or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses;
- 5.1.24 to provide financial assistance, to make grants or loans of money, to give guarantees and donations to and to provide equipment and apparatus;
- 5.1.25 to make applications for consent under bye-laws or regulations and other like applications;

- 5.1.26 to pay out of the funds of the Charity the costs, charges and expenses of, and incidental to, the formation and registration of the Charity;
- 5.1.27 to enter into contracts and provide services to or on behalf of other bodies;
- 5.1.28 to establish or acquire subsidiary companies to assist or act as agents for the Charity;
- 5.1.29 to acquire, take over and accept from an unincorporated body by disposition, conveyance, assignment or transfer the whole of the assets and property both real and personal of the unincorporated body and where necessary to give to any trustees in whom the said assets or property may be vested (whether or not they are the same individuals as the Trustees) a valid receipt, discharge and indemnity for and in respect of the transfer of the same to the Charity and without prejudice to the generality of the foregoing to assume responsibility for all undertakings and engagements of whatever kind of the unincorporated body and to carry out all the requirements of the same so far as is legally possible to the same extent and in the same manner as the unincorporated body would have done;
- 5.1.30 to do all such other lawful and charitable things as shall further the attainment of the Objects.

6. USE OF INCOME AND PROPERTY

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Members and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity. Provided that this Article shall not prevent any payment in good faith by the Charity:
 - 6.1.1 of reasonable and proper remuneration to any Member, officer or employee of the Charity (not being a Trustee) for any goods or services supplied to the Charity and of travelling expenses necessarily incurred in carrying out the duties of officer or employee of the Charity;
 - 6.1.2 of interest at a reasonable rate on money lent by any Member or Trustee;
 - 6.1.3 of reasonable and proper rent or hiring fee for premises let or hired to the Charity by any Member or Trustee;
 - 6.1.4 of fees, remuneration or other benefit, in money or money's worth, to a company of which a Trustee may be a member holding not more than one per cent part of the issued share capital of that company;
 - 6.1.5 to any Trustee of reasonable out-of-pocket expenses;
 - 6.1.6 of an indemnity to any Trustee in respect of any liabilities properly incurred in running the Charity in accordance with Article 25
 - 6.1.7 of the payment of remuneration to a Trustee for services under a contract with the Charity as authorised by Article 6.2;
 - 6.1.8 of the payment of any premium in respect of any indemnity insurance to cover the liability of the Trustees as permitted under Articles 5.1.12 and 25;
 - 6.1.9 of the payment to any Member or Trustee of charitable benefits in furtherance of the Objects; and
 - 6.1.10 in exceptional cases of other payments or benefits (but only with the written approval of the Charity Commission in advance).

- 6.2 A Trustee may not be an employee of the Charity, but a Trustee or a Connected Person may enter into a contract with the Charity to supply services or goods to the Charity in return for a payment or other material benefit if:
- 6.2.1 the services or goods are actually required by the Charity;
 - 6.2.2 the nature and level of the payment or benefit is no more than is reasonable in relation to the value of the goods or services and recorded in an agreement in writing;
 - 6.2.3 the number of Trustees who are interested in any such a contract in any financial year of the Charity is in the minority; and
 - 6.2.4 before entering into such a contract, the Trustees have decided that they are satisfied that it would be in the best interests of the Charity, and likely to promote the success of the Charity, for the goods or services to be provided by the relevant person (as opposed to being provided by someone who is not a Trustee or a Connected Person) to, or on behalf of, the Charity for the amount or maximum amount of benefit or payment.

7. CONFLICTS OF INTEREST

7.1 General Obligation

- 7.1.1 To the extent required by law every Trustee has a duty to avoid situations in which they or a Connected Person have (or could have) a direct or indirect interest that conflicts (or could conflict) with the interests of the Charity (including and as part of fulfilling that duty, must disclose such situations to the Charity).
- 7.1.2 Such a disclosure shall include (but is not limited to):
 - (a) any interest (including a financial interest) in a proposed transaction or arrangement with the Charity (a **transactional conflict**); and
 - (b) any interest, duty or loyalty which conflicts or could conflict with the interests of the Charity even where the interest does not involve a direct or indirect benefit to a Trustee or Connected Person and/or does not relate to a particular proposed transaction or arrangement (a **situational conflict**).

7.2 Transactional conflicts

- 7.2.1 Subject to Article 7.2.2 and Article 7.4, where a Trustee has a transactional conflict, the Trustee must:
 - (a) declare the nature and extent of that interest either at a Board meeting or by written notice before the Charity enters into the transaction or arrangement;
 - (b) be absent from the Board meeting for that item unless expressly invited to remain in order to provide information;
 - (c) not be counted in the quorum for that part of the Board meeting; and
 - (d) be absent during any vote and have no vote on the matter (whether in a Board meeting or by written resolution).
- 7.2.2 A Trustee with a transactional conflict may participate in the decision-making process and count towards the quorum for that part of the Board meeting, and be permitted to vote, if the proposed transaction or arrangement is:
 - (a) with a Beneficiary and the Trustee or a Connected Person is a charity trustee or officer or employee of, or otherwise connected with, that Beneficiary but the

transaction or arrangement does not confer a personal benefit on the Trustee or Connected Person in question;

- (b) a distribution of the Charity's funds in furtherance of its Objects and the distribution is made in common with all Beneficiaries and the Trustees unanimously agree in in the best interests of the Charity in pursuit of those Objects;
- (c) one which applies to the Trustee or Connected Person in question in common with other third parties and there is no benefit to the Trustee or Connected Person in question over and above that afforded to such third parties; and
- (d) with a charity of which a Trustee or a Connected Person is a charity trustee or with which they are otherwise connected and which is in furtherance of the Objects and which does not confer a personal benefit on the Trustee or Connected Person.

7.3 Situational conflicts

7.3.1 Subject to Article 7.3.2 and 7.4, where a Trustee has a situational conflict, the Trustee must:

- (a) declare the nature and extent of that interest either at a Board meeting or by written notice to the Charity on becoming aware of the situational conflict;
- (b) be absent from the Board meeting for any item for which that conflict is relevant unless expressly invited to remain in order to provide information;
- (c) not be counted in the quorum for that part of the Board meeting; and
- (d) be absent during any vote and have no vote on the matter (whether in a Board meeting or by written resolution).

7.3.2 Where a trustee has a situational conflict, the conflict shall nevertheless be permitted if:

- (a) the situation could not reasonably be regarded as likely to give rise to a conflict of interest; or
- (b) the matter has been proposed and authorised by the Trustees in the manner set out in Article 7.3.3.

7.3.3 Where a situation in relation to which a Trustee(s) is/are conflicted is proposed to the Trustees for authorisation under Article 7.3.2(b) it may only be authorised by the Trustees where:

- (a) subject to Article 7.3.4 any requirements as to the quorum at the Board meeting at which the matter is considered is met without counting the Trustee(s) in question;
- (b) the matter is authorised without the Trustee(s) in question voting on the matter (or would have been agreed to even if their vote not been counted);
- (c) the Trustee(s) in question is/are absent from the Board meeting for that item unless expressly invited to remain to provide information; and
- (d) a quorum of Eligible Trustee consider it is in the interests of the Charity to authorise the conflict or potential conflict of interests in the circumstances applying.

7.3.4 Where there are insufficient Eligible Trustees to form a quorum at a Board meeting (or part of it) for the purpose of authorisation under Article 7.3.2(b), the number of Eligible Trustees present is deemed to form a quorum provided that they are satisfied that the Trustee(s) in question will not receive any direct or indirect benefit other than one permitted by these Articles as a result of authorising the actual or potential conflict.

7.4 Questions about the right to participate

7.4.1 Subject to Article 7.4.2, if a question arises at a Board meeting as to the right of a Trustee to participate in the Board meeting (or part of the Board meeting) for voting or quorum purposes, the question may, before the conclusion of the Board meeting, be referred to the Chair whose ruling in relation to any Trustee other than the Chair is final and conclusive.

7.4.2 If any question as to the right to participate in the Board meeting (or part of the Board meeting) should arise in respect of the Chair, the question is to be decided by a decision of the Trustees at that Board meeting, for which purpose the Chair will not be counted as participating in the Board meeting (or that part of the Board meeting) for voting or quorum purposes.

8. MEMBERS' LIMITATION OF LIABILITY

The liability of the Members is limited.

9. MEMBERS

9.1 Members shall automatically be the persons appointed from time to time as the Trustees.

9.2 A Member shall cease to be a Member automatically upon ceasing to be a Trustee.

9.3 The Trustees may from time to time establish other categories of membership, including informal or supporter membership, and may set out the rights and duties of such members (and may vary or revoke such rights and duties from time to time) and may from time to time require the payment of a subscription fee.

10. GENERAL MEETINGS

10.1 The Trustees, or the Chair, may whenever they or he thinks fit call General Meetings in accordance with the Act.

10.2 Notice of General Meetings shall be given, and General Meetings shall be held, in accordance with the Act.

10.3 No business shall be transacted at any General Meeting unless a quorum of Members is present. One half of the Members subject to a minimum of three Members present in person or by proxy shall be a quorum.

10.4 Any of the Members can take part in a General meeting or committee meeting by way of:

10.4.1 video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting; or

10.4.2 a series of video conferences or telephone calls from the Chair.

10.5 Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chair will be treated as taking place where the Chair is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the Chair is unless the Trustees decide otherwise.

- 10.6 A resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is demanded in accordance with the Act.
- 10.7 A declaration by the Chair that a resolution has been passed shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.
- 10.8 An ordinary resolution to be proposed at a General Meeting may be amended by ordinary resolution if the proposed amendments do not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.
- 10.9 A special resolution to be proposed at a General Meeting may be amended by ordinary resolution if the Chair of the meeting proposes the amendments at the General Meeting at which the resolution is to be proposed and the amendment does not go beyond which is necessary to correct a grammatical or other non-substantive error in the resolution.

11. GENERAL MEETINGS - VOTING

- 11.1 At a General Meeting every Member shall have one vote to be cast by the Member either personally or by proxy.
- 11.2 No objection shall be raised to the qualification of any voter except at the General Meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid for all purposes. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.
- 11.3 Every Member shall be entitled to appoint another person as his proxy in accordance with the Act. A proxy does not need to be a Member.
- 11.4 Proxies may only be validly appointed by a notice in writing (a **proxy notice**) which states the name and address of the Member appointing the proxy, identifies the person appointed as proxy and the General Meeting in relation to which he is appointed, is signed by or on behalf of the Member and is delivered to the Charity in accordance with these Articles.
- 11.5 The Trustees may require proxy notices to be delivered in a particular form.
- 11.6 Proxy notices may specify how the proxy appointed under them is to vote (or to abstain from voting) on one or more resolution.
- 11.7 Unless a proxy notice indicates otherwise, it must be treated as allowing the person appointed as proxy discretion as how to vote on any ancillary or procedural resolutions put to the General Meeting and 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.
- 11.8 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the General Meeting or adjourned meeting to which it relates.
- 11.9 An appointment under a proxy notice may be revoked by delivering the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 11.10 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.

12. WRITTEN RESOLUTIONS OF MEMBERS

- 12.1 Except in the case of a resolution to remove a Trustee or an auditor before the end of their term, a resolution in writing is as effective as a resolution actually passed at a General Meeting duly convened and held provided that:

- 12.1.1 in the case of a special resolution, it is stated on the resolution that it is a special resolution, it is signed by at least 75% of all those Members entitled to receive notice of and to attend General Meetings;
 - 12.1.2 in the case of an ordinary resolution, it is signed by a majority of all those Members entitled to receive notice of and to attend General Meetings; and
 - 12.1.3 it complies with any other legal requirements from time to time.
- 12.2 A resolution in writing is passed when the required majority of Members have signified their agreement to it.

13. TRUSTEES

- 13.1 Until otherwise determined by an ordinary resolution of the Charity, the number of Trustees shall not be less than five but shall not be subject to any maximum.
- 13.2 The Trustees shall have power at any time from time to time to appoint any person who is able and willing to do so to be a Trustee.
- 13.3 A person shall not be entitled to act as a Trustee, whether on a first or any subsequent entry into office, until he has signed a declaration of acceptance and willingness to act in accordance with the terms of these Articles.

14. RETIREMENT OF TRUSTEES

- 14.1 Each Trustee shall be appointed for a three year term. At the end of each term a Trustee shall retire from office but, subject to Article 14.3, may be re-appointed.
- 14.2 If the Trustees at the meeting at which a Trustee retires from office do not fill the vacancy the retiring Trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-appointment of the Trustee is put to the meeting and lost.
- 14.3 No Trustee shall service in office for more than nine consecutive years provided that a Trustee may be reappointed annually thereafter if there are exceptional circumstances and the Trustees unanimously resolve that he be reappointed.
- 14.4 Notwithstanding anything in these Articles, the Charity may by ordinary resolution at a General Meeting of which special notice has been given in accordance with the Act remove any Trustee before the expiration of his period of office.

15. POWERS AND DUTIES OF THE TRUSTEES

- 15.1 Subject to the provisions of the Act and these Articles and to any directions given by special resolution of the Charity, the business of the Charity shall be managed by the Trustees for which purpose they may exercise all the powers of the Charity. No alteration of these Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by these Articles and at a Board meeting at which a quorum of Trustees is present may exercise all the powers exercisable by the Trustees.
- 15.2 The Trustees may exercise all the powers of the Charity to borrow money and to mortgage or charge, grant or create security over its undertaking, property and assets or any part of them and to give guarantees or issue debentures and other securities whether outright or as collateral security for any debt, liability or obligation of the Charity or of any third party, but only in so far as is permitted by law.

15.3 Subject to the provisions of these Articles, the Trustees may make rules with respect to the carrying into effect of all or any of the Objects or all or any of the provisions of these Articles.

16. DISQUALIFICATION OF TRUSTEES

16.1 The office of a Trustee shall be vacated if:

16.1.1 he ceases to be a Member; or

16.1.2 by written notice he resigns from office; or

16.1.3 the Trustees pass a resolution to remove him from office on the basis that in their reasonable opinion, his conduct or behaviour is detrimental to the interests of the Charity or otherwise in breach of any code of conduct in place from time to time; or

16.1.4 he absents himself from Board meetings during a continuous period of six months without special leave of absence from the Trustees and the Trustees pass a resolution that he has by reason of such absence vacated office; or

16.1.5 he is the subject of a written opinion by a registered medical practitioner who is treating that Trustee, addressed to the Charity, stating that the Trustee has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months; or

16.1.6 he dies; or

16.1.7 he is automatically disqualified from being a trustee under section 178 of the Charities Act 2011 as amended from time to time.

17. PROCEEDINGS OF THE TRUSTEES

17.1 The quorum necessary for the transaction of business of the Trustees shall be one half of the Trustees, subject to a minimum of three Trustees. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall have a second or casting vote.

17.2 Unless otherwise resolved by the Trustees, the Trustees shall meet at least twice each year.

17.3 The Trustees may from time to time elect from amongst their number a Chair and a Vice Chair and may determine for what period they are to hold office. The Chair shall be entitled to preside at all Board meetings and General Meetings at which he shall be present. If there shall be no Chair or if at any meeting he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Vice Chair shall act as Chair of the meeting and if no Vice Chair is elected or if at any meeting he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Trustees present shall choose one of their number to be chair of the meeting.

17.4 A Chair or a Vice Chair elected without any determination of the period for which he is to hold office shall be deemed to have been elected for a term of three years if and for so long as he shall remain a Trustee. A retiring Chair and Vice-Chair may be re-elected.

17.5 The Trustees may delegate the administration of any of their powers to individual Trustees or to committees of Trustees and any such delegated authority must be used in accordance with any rules that the Trustees impose.

17.6 The Board may co-opt any person or people who are not Trustees to serve on the committee, but any such committee must have at least one Trustee on it at all times.

17.7 All acts and proceedings taken under such delegated authority must be reported to the Trustees as soon as reasonable.

- 17.8 Any committee of the Trustees may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of business provided always that the quorum shall never be less than two members of the body concerned.
- 17.9 Any of the Trustees, or any committee of the Trustees, can take part in a Trustees meeting or committee meeting by way of:
- 17.9.1 video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting; or
 - 17.9.2 a series of video conferences or telephone calls from the Chair.
- 17.10 Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chair will be treated as taking place where the Chair is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the Chair is unless the Trustees decide otherwise.
- 17.11 The Chair or Vice-Chair of the Trustees may, and on the request of two Trustees shall, at any time call a meeting of the Trustees.
- 17.12 The Trustees for the time being may act notwithstanding any vacancy in their body but if and so long as their number is less than the number fixed as the quorum it shall be lawful for them to act for the purpose of filling up vacancies in their body or of calling a General Meeting but not for any other purpose.
- 17.13 All acts bona fide done by any meeting of the Trustees, or of any committee of the Trustees, or by any person acting as a Trustee, shall notwithstanding it be afterwards discovered that there was some defect in the appointment of any such Trustee, or person acting as aforesaid, or that they or any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
- 17.14 The Trustees shall cause proper minutes to be made in books provided for the purpose of:
- 17.14.1 all appointments of officers made by the Trustees;
 - 17.14.2 the names of Trustees present at each meeting of the Trustees and of any committee of the Trustees; and
 - 17.14.3 all resolutions and proceedings at all meetings of the Charity and of the Trustees and of committees of the Trustees.
- 17.15 Any minutes of any meeting, if purporting to be signed by the chair of that meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence without further proof of the facts stated in such minutes.
- 17.16 A resolution of the Trustees may be taken by majority of the Trustees at a meeting or by a resolution in writing agreed to by a majority of the Eligible Trustees for the time being or of any committee of the Trustees entitled to receive notice of a meeting of the Trustees or of any such committee of the Trustees (as the case may be) (provided that a decision cannot be taken by written resolution if the Eligible Trustees would not have formed a quorum at a Trustees' meeting). The resolution may consist of more than one document in the like form each signed by or otherwise agreed to by one or more than one person. For the avoidance of doubt, a Trustee may indicate his agreement to a resolution in Electronic Form.

18. SECRETARY

A Secretary may be appointed by the Trustees for such term at such remuneration (if not a Trustee) and upon such conditions as they may think fit and any Secretary so appointed may be removed by the Trustees.

19. EXECUTION OF DOCUMENTS

The Trustees shall provide for the safe custody of the Seal (if any) which shall be used only on the authority of the Trustees, or of a committee of the Trustees, authorised by the Trustees in that behalf. Every instrument to which the Seal shall be affixed shall be signed by a Trustee and shall be countersigned by the Secretary (if any), or by a second Trustee, or by some other person appointed by the Trustees for that purpose. Otherwise, documents shall be executed for and on behalf of the Charity in accordance with the Act.

20. HONORARY OFFICERS

The Trustees may, at any time and from time to time, appoint any person, whether a member of the Charity or not, to be president, a vice-president or a patron of the Charity. Such offices shall be honorary offices, carrying no executive duties or responsibilities and no voting powers.

21. ACCOUNTS

Accounts and records shall be prepared and maintained in accordance with the requirements of law and generally accepted accounting practice for companies of the nature of the Charity, carrying on activities of the nature carried on by the Charity.

22. ANNUAL REPORT

The Trustees shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of those Acts) with regard to the preparation of any annual report and its transmission to the Charity Commission.

23. ANNUAL RETURN

The Trustees shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of those Acts) with regard to the preparation of any annual return and its transmission to the Charity Commission.

24. NOTICES

- 24.1 Subject to these Articles, anything sent or supplied by or to the Charity under these Articles may be sent or supplied in any way in which the Act provides for documents or information which are authorised or required by any provision of the Act to be sent or supplied by or to the Charity.
- 24.2 The only address at which a Member is entitled to receive notices is the address shown in the Register or an electronic address provided for that purpose.
- 24.3 Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.
- 24.4 A Trustee may agree with the Charity that notices or documents sent to that Trustee in a particular way are deemed to have been received within a specified time of their being sent and for the specified time to be less than 48 hours.
- 24.5 Where a document or information is sent or supplied by the Charity by post, service or delivery shall be deemed to be effected at the expiration of 24 hours after the time when the cover containing the same is posted (irrespective of the class or type of post used) and in proving such

service or delivery it shall be sufficient to prove that such cover was properly addressed and posted.

- 24.6 Where a document or information is sent or supplied by the Charity in Electronic Form to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied and proving such service it will be sufficient to prove that it was properly addressed.
- 24.7 Where a document or information is sent or supplied by the Charity by means of a website, service or delivery shall be deemed to be effected when:
- 24.7.1 the material is first made available on the website; or
- 24.7.2 if later, when the recipient received (or is deemed to have received) notification of the fact that the material was available on the website.
- 24.8 A Member, or Trustee, present at any meeting, shall be deemed to have received notice of the meeting, and where requisite, of the purpose for which it was called.
- 24.9 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted by the Act.

25. INDEMNITY AND INSURANCE

- 25.1 Subject to the provisions of the Act and these Articles, but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall be indemnified out of the assets of the Charity against all costs and liabilities incurred by him in defending any proceedings or investigation by any regulatory authority, whether civil or criminal, in which judgment is given in his favour, or he is acquitted, or relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.
- 25.2 To the extent permitted by law from time to time, the Charity shall provide funds to every Trustee to meet expenditure incurred or to be incurred by him in any proceedings (whether civil or criminal) brought by any party in relation to the affairs of the Charity, provided that he will be obliged to repay such amounts no later than:
- 25.2.1 if he is convicted in proceedings, the date when the conviction becomes final; or
- 25.2.2 if judgement is given against him in proceedings, the date when the judgement becomes final; or
- 25.2.3 if the court refuses to grant him relief on any application under the Act, the date when refusal becomes final.
- 25.3 Subject to the provisions of the Act and these Articles, the Trustees may purchase and maintain insurance at the expense of the Charity for the benefit of any Trustee, or other officer, of the Charity against any liability which may attach to him or loss or expenditure which he may incur in relation to anything done or alleged to have been done or omitted to be done as a Trustee or other officer.

26. ALTERATIONS TO THESE ARTICLES

- 26.1 No alterations to these Articles may be made which would cause the Charity to cease to be a charity in law. Other alterations to these Articles may only be made by a special resolution at a General Meeting or by a written special resolution.
- 26.2 Alterations may only be made to:
- 26.2.1 the Objects; or

- 26.2.2 any clause in these Articles which directs the application of property on dissolution; or
- 26.2.3 any clause in these Articles which provides the Trustees (or any one of them) with any benefit,

with the Charity Commission's prior written consent where this is required by law.

26.3 Alterations may only be made to:

26.3.1 the Objects: or

26.3.2 the Charity's name;

26.3.3 any clause in these Articles which directs the application of property on dissolution,

with the OSCR's prior written consent where this is required by law.

26.4 The Charity shall inform the Charity Commission, the OSCR and Companies House of any alterations to the Articles and all future copies of the Articles issued must contain such alterations.

27. DISSOLUTION

If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any money or property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to or including the objects of the Charity, and which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Article 6 above, chosen by the Members at or before the time of dissolution and if that cannot be done then to some other charitable object. Nothing in these Articles shall authorise an application of the property of the Charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustees Investment (Scotland) Act 2005.