



THE INSTITUTION OF ENVIRONMENTAL SCIENCES

ARTICLES OF ASSOCIATION FOR A CHARITABLE COMPANY

1 Company name

The company name is THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED (and in this document, it is called the Charity).

2 Interpretation

In the Articles, the following definitions apply:

address	means a postal address or, for the purposes of electronic communication, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity
appointed director	a director of the charity who has been appointed to the Council by a majority of the elected directors
the articles	means the charity's articles of association
the charity	means the company intended to be regulated by the articles
clear days	in relation to the period of a notice means a period excluding: <ul style="list-style-type: none">• the day when the notice is given or deemed to be given; and• the day for which it is given or on which it is to take effect
the Commission	means the Charity Commission for England and Wales
Companies Acts	means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity
connected person	see Article 42.
the Council	the collective group of elected and appointed directors
the directors	means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011
document	includes, unless otherwise specified, any document sent or supplied in electronic form
electronic form	has the meaning given in section 1168 of the Companies Act 2006
elected director	a director of the charity who was elected by vote at a general meeting
the Project Office	the Secretariat of the Charity

Unless the context otherwise requires, words or expressions contained in these articles have the same meaning as in the Companies Acts, but excluding any statutory modification not in force when these Articles become binding on the charity. Apart from the exception mentioned in the previous sentence a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

3 Objective

The charity's Objects are to promote a scientific approach to understanding and ensuring the conservation, protection and improvement of the physical and natural environment. This will be achieved through advancing environmental science in education, the professions and the public.

In pursuance of the Objects the charity shall:

- a. act as a body to provide for consultation and cooperation on matters of public, professional, and academic interest concerning the environmental sciences and other environmental matters.



- b. promote the study, coordination of education and research in environmental sciences, inspiring individuals to study, teach and support the discipline and ensuring that curriculums in further and higher education equip students with the skills they need for a career in the sector.
- c. promote public interest, awareness and involvement in the problems of the environment including the causes, effects and the possible solutions to such problems. To liaise and co-operate with individual persons, national or international agencies or statutory authorities for the purpose of achieving the Objects.
- d. promote dialogue and facilitate collaboration between public, civil and private society to deliver the Objects.
- e. establish standards of competence and ethical codes of practice for those professionally concerned with environmental work, education or studies as a basis against which the public may judge what can be expected of individual professional members of the Institution and for members to know what standards of learning, competence and professional experience are expected of them.
- f. disseminate information on all matters relating to the environmental sciences.
- g. hold meetings and events as may be thought necessary or to further the Objects.

4 Liability of members

Liability of members is limited to a sum not exceeding £10. This is 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:

- (1) payment of the charity's debts and liabilities incurred before they cease to be a member;
- (2) payment of the costs, charges and expenses of winding up; and
- (3) adjustment of the rights of the contributories among themselves.

5 Powers

The charity has power to do anything intended to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power to:

- (1) raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
- (4) borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124-126 of the Charities Act 2011 if it wishes to mortgage land;
- (5) co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (7) acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (8) set aside income as a reserve against future expenditure but only in accordance with a written reserves policy;
- (9) employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- (10) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the charity to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;



(11) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

6 Application of income and property

- (1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- (2) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by themselves when acting on behalf of the charity.
- (3) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (4) A director may receive an indemnity from the charity in the circumstances specified in article 38. A director may not receive any other benefit or payment unless it is authorised by article 7.
- (5) Subject to article 7, none 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 does not prevent a member who is not also a director receiving:
 - a. a benefit from the charity in the capacity of a beneficiary of the charity;
 - b. reasonable and proper remuneration for any goods or services supplied to the charity.

7 Benefits and payments to charity directors and connected persons

(1) General Provisions

No director or connected person may:

- a. buy 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;
- d. receive any other financial benefit from the charity; unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the prior written consent of the Charity Commission has been obtained.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting directors' or connected persons' benefits

- a. A director or connected person may 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. A director or connected person may 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 2011.
- c. Subject to sub-clause (3) of this article a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.
- d. A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The charity and its directors may only rely upon the authority provided by sub-clause (2) c. of this article if each of the following conditions is satisfied:

- a. The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity



- b. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- c. The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
- d. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
- e. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
- f. The reason for their decision is recorded by the directors in the minutes.
- g. A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7.

8 Declaration of directors' interests

A director must declare the nature and extent of any interest, direct or indirect, which he or she has 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. A director must absent himself or herself from any discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

9 Conflicts of interests and conflicts of loyalties

- (1) 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.
- (2) In this article 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.

10 Members

- (1) Membership is open to individuals who:
 - a. apply to the charity in the form required by the Council; and
 - b. are approved by the Council or any sub-committee with the powers delegated by the directors to scrutinise membership applications.
- (2) An application for membership may be refused if, acting reasonably and properly, the Council, or any sub-committee with the powers delegated by the directors to scrutinise membership applications, consider it to be in the best interests of the charity to refuse the application, with the following conditions:
 - a. The applicant must be informed in writing of the reasons for the refusal within twenty-one days of the decision.
 - b. The Council must consider any written appeals the applicant may make about the decision.
 - c. The Council's decision following any written representations must be notified to the applicant in writing but shall be final.



- (3) Membership is not transferable.
- (4) The charity must keep a register of names of the members.

11 Classes of membership

- (1) The Council may establish classes of membership with different rights and obligations and shall record the rights and obligations in the byelaws.
- (2) Voting rights of members can only be varied if a special resolution is passed at a general meeting.

12 Termination of membership

Membership is terminated if:

- (1) the member dies;
- (2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the charity is not paid in full within such period of time as the Council may from time-to-time determine;
- (4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if, either:
 - a. the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed and the member or (at the option of the member) the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting; or
 - b. the member has been through the disciplinary process as outlined in the byelaws and including the allotted time for the appeals process, and the recommendation of the Disciplinary Board was expulsion of the member.

13 General meetings

- (1) An annual general meeting must be held each year and not more than fifteen months may elapse between successive annual general meetings.
- (2) The Council may call a general meeting at any time.

14 Notice of General Meetings

- (1) The minimum periods of notice required to hold a general meeting of the charity are:
 - a. twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - b. fourteen clear days for all other general meetings.
- (2) A general meeting may be called by shorter notice if it is so agreed by a majority of members having a right to vote at the meeting.
- (3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.
- (4) The notice must be given to all the members, to the directors, and auditors.
- (5) The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

15 Proceedings at General Meetings

- (1) No business shall be transacted at any general meeting unless a quorum is present.



- (2) A quorum is:
- a. 15 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
 - b. one fifth of the total membership at the time whichever is the lower.

16 Quorum not reached

- (1) If a quorum is not present within half an hour from the time appointed for the meeting, or during a meeting a quorum ceases to be present; the meeting shall be adjourned to such time and place as the directors shall determine.
- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

17 Chairing General Meetings

- (1) General meetings shall be chaired by the Chair of the Council, and if they are not in attendance, the Vice Chair of the Council.
- (2) If there is no such person or they are not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.
- (3) If there is only one director present and willing to act, he or she shall chair the meeting.
- (4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

18 Adjourning a General Meeting

- (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

19 Voting at the General Meeting

- (1) Any vote 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 by:
 - a. the person chairing the meeting; or
 - b. at least two members present in person or by proxy and having the right to vote at the meeting; or
 - c. a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- (2) The results of the vote shall:
 - a. be declared by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
 - b. be recorded in the minutes of the charity. The number or proportion of votes cast need not be recorded.



- (3) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting. If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- (4) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (5) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (6) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs. The poll must be taken within thirty days after it has been demanded. If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- (7) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

20 Proxy votes

- (1) Proxies may only validly by return of the 'proxy notice' which -
 - a. states the name and address of the member appointing the proxy;
 - b. identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - c. is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - d. is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as –
 - a. allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - b. appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (5) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
- (6) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (7) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (8) 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.

21 Votes of members

- (1) Subject to article 11 and 21(2), each Fellow, Full Member and Associate Member, shall have one vote, except for Honorary Fellows and Honorary Members.
- (2) No member shall be entitled to vote at any general meeting or at any adjourned meeting if he or she owes any money to the Charity.



- (3) Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

22 Written resolutions

- (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
 - a. a copy of the proposed resolution has been sent to every eligible member;
 - b. a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - c. it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- (2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- (3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

23 Directors

- (1) A director must be a natural person aged 16 years or older.
- (2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 29.
- (3) The minimum number of directors shall be 8 and the maximum number shall be 14. A minimum of 8 directors must be elected from the membership.
- (4) A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

24 Powers of directors

- (1) The Council shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- (2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
- (3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

25 Appointment of elected directors

- (1) The charity may by ordinary resolution at a General Meeting elect a person who is willing to act to be an elected director;
- (1) No person other than a director retiring from their first term in office may be appointed a director at any general meeting unless:
 - a. he or she is recommended for re-election by the directors; or
 - b. not less than fourteen clear days before the date of the meeting, the charity is given a notice signed by a member entitled to vote at the meeting that they wish to stand as a director, containing the details that, if the person were to be appointed, the Charity would have to file at Companies House.
 - c. All members who are entitled to receive notice of a general meeting must be given not less than seven clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is standing for re-election.

26 Terms in office for elected directors



- (1) Each elected director is elected for a maximum period of three years. At the General Meeting nearest the end of that term, the director must retire from Council.
- (2) An elected director may stand for re-election for a second consecutive term in office.
- (3) Elected directors are limited to two terms in office
- (4) The Chair has the power to allow elected directors to stand for a third term in exceptional circumstances or when the Vice Chair intends to stand for the Honorary Post of Chair, subject to the approval of a majority of Council Members. If the former-Vice Chair is not elected as Chair and are in their third term, they must step down immediately.
- (5) If a director retires at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting.

27 Appointed directors

- (1) The elected directors may appoint a person who is willing to act to be a director, by a majority vote.
- (2) The elected directors may appoint a maximum of four appointed directors.
- (3) The appointment of a director must not cause the number of directors to exceed the maximum number of directors.

28 Terms in office for appointed directors

- (1) Each appointed director is appointed for a maximum of three years.
- (2) An appointed director must retire at the General Meeting nearest the end of that term
- (3) An appointed director can be reappointed by a majority of the elected directors multiple times.

29 Disqualification and removal of directors

A director shall cease to hold office if he or she:

- (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
- (2) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
- (3) ceases to be a member of the charity;
- (4) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (5) resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect); or
- (6) is absent from the majority of Council meetings held between annual general meetings and the directors resolve that their office be vacated.

30 Proceedings of directors

- (1) The Board shall adjourn and otherwise regulate their meetings as they think fit, subject to the provisions of the articles.
- (2) Any director may call a meeting of Council by notifying the Project Office.
- (3) The Project Office shall provide notice of a Council meeting to each director, but need not be in writing
- (4) Questions arising at a meeting shall be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- (6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.



- (7) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
- (8) The quorum shall be half the total number of directors rounded up to the nearest whole number, or such larger number as may be decided from time-to-time by the directors.
- (9) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.
- (10) If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.

31 Chair

- (1) The directors shall appoint a director to chair their meetings and may at any time revoke such appointment by a majority vote.
- (2) The Chair is limited to a maximum term in office of three years, which can be extended under exceptional circumstances with the approval of a majority of Council.
- (3) The directors shall appoint a director to act as Vice Chair, to chair their meetings in the absence of the Chair and may at any time revoke such appointment by a majority vote.
- (4) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.
- (5) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.

32 Delegation of powers

- (1) The Council may make arrangements for the exercise, on behalf of the Charity, of any of its functions by committee, sub-committee, director or an officer of the Charity, in each case subject to such restrictions and conditions as the Council thinks fit.
- (2) The Council shall keep a record of the Scheme of Delegation. The directors remain accountable for all its functions, including those delegated to the individual directors or officers, and would therefore be required to receive information about the exercise of delegated functions to enable it to maintain a monitoring role.
- (3) The directors or the Council may impose conditions when delegating, including the conditions that:
 - a. the relevant powers are to be exercised exclusively by the committee, director or officer to whom they delegate;
 - b. no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Council.
- (4) The directors or the Council may revoke or alter a delegation

33 Validity of directors' decisions

- (1) Subject to article 33(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
 - a. who was disqualified from holding office;
 - b. who had previously retired or who had been obliged by the constitution to vacate office;
 - c. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise; if without:
 - d. the vote of that director; and
 - e. that director being counted in the quorum; the decision has been made by a majority of the directors at a quorate meeting.



- (2) Article 33(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 33(1), the resolution would have been void, or if the director has not complied with article 8.

34 Minutes

- (1) The Charity must keep minutes of all:
- a. appointments of officers made by the directors;
 - b. proceedings at meetings of the charity;
 - c. meetings of the directors and committees of directors including:
- (2) the names of the directors present at the meeting;
- (3) the decisions made at the meetings; and
- (4) where appropriate the reasons for the decisions.

35 Accounts

- (1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (2) The directors must keep accounting records as required by the Companies Act.

36 Annual Report and Return and Register of Charities

- (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.
- (2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

37 Means of communication to be used

- (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 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- (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.
- (3) Any notice to be given to or by any person pursuant to the articles:
- a. must be in writing; or
 - b. must be given in electronic form.
- (4) The charity may give any notice to a member either:
- a. personally; or
 - b. by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - c. by leaving it at the address of the member; or
 - d. by sending it in electronic form to the member's address.
 - e. by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.
- (5) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.



- (6) A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- (7) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (8) Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- (9) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
 - a. 48 hours after the envelope containing it was posted; or
 - b. in the case of an electronic form of communication, 48 hours after it was sent.

38 Indemnity

- (1) The charity shall indemnify a relevant director against any liability incurred in successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the charity.
- (2) In this article a 'relevant director' means any director or former director of the charity.

39 Rules

- (1) The directors may from time-to-time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the charity.
- (2) The byelaws may regulate the following matters but are not restricted to them:
 - a. the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - b. the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - c. the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
 - d. the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
 - e. generally, all such matters as are commonly the subject matter of company rules.
- (3) The charity in general meeting has the power to alter, add to or repeal the rules or byelaws.
- (4) The directors must adopt such means as they think sufficient to bring the rules and byelaws to the notice of members of the charity.
- (5) The rules or byelaws shall be binding on all members of the charity. No rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

40 Disputes

If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

41 Dissolution

- (1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:
 - a. directly for the Objects; or
 - b. by transfer to any charity or charities for purposes similar to the Objects; or
 - c. to any charity or charities for use for particular purposes that fall within the Objects.



- (2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:
- a. directly for the Objects; or
 - b. by transfer to any charity or charities for purposes similar to the Objects; or
 - c. to any charity or charities for use for particular purposes that fall within the Objects.
- (3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 60(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission.

42 Interpretation

In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 47 'connected person' means:

- (1) a child, parent, grandchild, grandparent, brother or sister of the director;
- (2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above
- (4) an institution which is controlled –
 - a. by the director or any connected person falling within sub-clause (1), (2) or (3) above; or
 - b. by two or more persons falling within sub-clause 4(a), when taken together
 - a. a body corporate in which –the director or any connected person falling within subclauses (1) to (3) has a substantial interest; or
 - b. two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
 - c. Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.