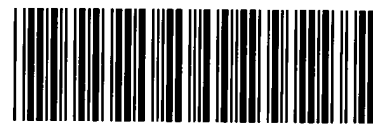


**Companies Act 2006**

TUESDAY



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11/10/2022

#131

COMPANIES HOUSE

**Company limited by guarantee not having a share capital**

**ARTICLES OF ASSOCIATION**

**OF**

**DARTMOOR PONY HERITAGE TRUST**

**(As amended by special resolution dated**

**2022)**

**1 Interpretation**

1.1 The Articles are to be interpreted without reference to the Model Articles under the Companies Act, which do not apply to the Charity.

1.2 In the Articles, unless the context indicates another meaning:

'AGM' means an annual general meeting of the Charity;

'the Articles' means the Charity's Articles of Association and 'Article' refers to a particular Article;

'Beneficiary' and 'Beneficiaries' means the individual or individuals who qualify as beneficiaries of the Charity in accordance with the Objects;

'Chair' means the chair of the Trustees appointed under Article 7;

'the Charity' means the company governed by the Articles;

'the Charities Act' means the Charities Act 2011;

'Charity Trustee' has the meaning prescribed by section 177 of the Charities Act;

'clear day' does not include the day on which notice is given or the day of the meeting or other event;

'the Commission' means the Charity Commission for England and Wales or any body which replaces it;

'Communicate' includes both incoming and outgoing communication;

'the Companies Act' means as defined in section 2 of the Companies Act 2006;

'Conflict' means any situation in which a Trustee has or might have a direct or indirect interest (including but not limited to any personal financial interest) that

conflicts or possibly might conflict, with the interests of the Charity or which conflicts or possibly might conflict with that Trustee's duty to act solely in the interests of the Charity;

"Conflicted Trustee" means a Trustee in respect of whom a Conflict exists;

"Connected Person" means, in relation to a Trustee:

- (i) a child, parent, grandchild, grandparent, brother or sister of that Trustee;
- (ii) the spouse or civil partner of that Trustee or of any person falling within (i) above;
- (iii) a person carrying on business in partnership with that Trustee or with any person falling within (i) or (ii) above;
- (iv) an institution which is controlled (whether directly or through one or more nominees):
  - (1) by that Trustee or any person falling within (i), (ii) or (iii) above or (v) below; or
  - (2) by two or more persons falling within (1) above, when taken together;
- (v) a body corporate in which:
  - (1) that Trustee or any person falling within (i), (ii) or (iii) or (iv) above has a substantial interest; or
  - (2) two or more persons falling within (1) above who, when taken together, have a substantial interest,

and sections 350 – 352 of the Charities Act apply for the purposes of interpreting the terms used in this definition;

'Custodian' means a person or body who undertakes safe custody of assets or of documents or records relating to them;

'Director' means a director of the Charity being also a charity trustee;

"Electronic Means" refers to a document or information sent or supplied in electronic form where it is sent or supplied by electronic means (for example by email or fax), or by any other means while in an electronic form (for example sending a disc by post);

"Financial Benefit" means a benefit, direct or indirect, which is either money or has a monetary value;

'Financial Expert' means a person who is reasonably believed by the Trustees 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;

'Financial Year' means the Charity's financial year;

'Firm' includes a limited liability partnership;

'Indemnity Insurance' means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

'Member' and 'Membership' refer to company membership of the Charity as a company law member pursuant to the Companies Act;

'Memorandum' means the Charity's Memorandum of Association;

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

'Month' means calendar month;

'Nominee Company' means a corporate body registered or having an established place of business in England and Wales which holds title to property for another;

'Ordinary Resolution' has the meaning given in section 282 of the Companies Act. Where applicable, 'Members' in this definition means a class of Members;

'the Objects' means the Objects of the Charity as defined in Article 2;

'Secretary' means a company secretary;

'Special Resolution' has the meaning given in section 283 of the Companies Act. Where applicable, 'Members' in this definition means a class of Members;

"Supplier" has the meaning given in Article 9.3;

'Taxable Trading' means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax;

'Trustee' means a Director of the Charity and 'Trustees' means the Directors;

'Vice-Chair' means the vice-chair of the Trustees appointed under Article 7;

'Virtually' means by telephone link, video link, or other technology enabling all participants to Communicate with one another in real time without being physically present in the same place;

'written' or 'in writing' refers to a legible document on paper or a document or communication sent by Electronic Means which is capable of being printed out on paper;

"Un-conflicted Trustees" means the Trustees who do not have a Conflict in relation to the matter in question;

'Written Resolution' has the meaning given in section 288 of the Companies Act; and

'year' means calendar year.

1.3 Expressions not otherwise defined which are defined in the Companies Act have the same meaning.

1.4 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

## 2 Objects

The Objects are to protect and preserve as a species for the benefit of the public the native ponies of Dartmoor and to promote such other charitable purposes as the Trustees from time to time think fit.

## 3 Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 3.1 to do anything within the law which promotes or helps to promote the Objects;
- 3.2 to carry out campaigning and advocacy, provided that the Trustees are satisfied that any proposed campaigning and advocacy will further the Objects to an extent justified by the resources committed and that such activity is not the dominant means by which the Charity promotes the Objects;
- 3.3 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity;
- 3.4 to provide advice or information;
- 3.5 to carry out research;
- 3.6 to co-operate with other bodies;
- 3.7 to support, administer or set up other charities;
- 3.8 to act as a Charity Trustee of a charitable trust;
- 3.9 to acquire, merge with or enter into any partnership or joint venture arrangement with any other body for the purposes of any of the Objects;
- 3.10 to convert to a charitable incorporated organisation;
- 3.11 to accept or refuse gifts and donations and to raise funds (but not by means of Taxable Trading);
- 3.12 to borrow money;

- 3.13 to give security, including but not limited to guarantees, for loans or other obligations (but only in accordance with the restrictions imposed by the Charities Act);
- 3.14 to acquire or hire property of any kind;
- 3.15 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 3.16 to set aside funds for special purposes or as reserves against future expenditure;
- 3.17 to deposit or invest its funds in any manner including without limitation with a view to:
- (a) directly furthering the Charity's purpose;
  - (b) achieving a financial return for the Charity; or
  - (c) achieving both of the objectives described at (a) and (b) above in accordance with and provided that the Trustees comply with their duties under Part 14A of the Charities Act,
- (but to invest wholly or partly with a view to achieving a financial return only after obtaining such advice from a Financial Expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);
- 3.18 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) timely reports of all transactions are provided to the Trustees;
  - (c) the performance of the investments is reviewed regularly with the Trustees;
  - (d) the Trustees are entitled to cancel the delegation arrangement 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 Charity;
- 3.19 to arrange for investments or other property of the Charity to be held in the name of a Nominee Company acting under the direction of the Trustees or

controlled by a Financial Expert acting under their instructions, and to pay any reasonable fee required;

- 3.20 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as Custodian, and to pay any reasonable fee required;
- 3.21 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 3.22 to provide Indemnity Insurance for the Trustees and officers of the Charity in accordance with the restrictions imposed by the Charities Act;
- 3.23 subject to Article 8.3, to employ or engage paid or unpaid agents, staff or advisers and where appropriate:
  - (a) to provide for them to benefit under pension and other staff benefit arrangements for them and their dependants; and
  - (b) to enter into compromise and settlement arrangements with them;
- 3.24 to enter into contracts and agreements of any kind, including without limitation contracts to provide services to or on behalf of other bodies; and
- 3.25 to establish or acquire subsidiaries.

#### **4 The Trustees (also called Directors)**

- 4.1 The Trustees as Charity Trustees and company directors have general control and management of the administration of the Charity and its property and funds.
- 4.2 The Charity must maintain a register of Trustees (which may be called a register of directors).

##### **Number of Trustees**

- 4.3 There shall be at least three and not more than nine Trustees all of whom must meet the eligibility criteria set by the Trustees from time to time and must not be subject to automatic termination of their trusteeship under Article 4.11. If the number of Trustees falls below three, the remaining Trustees may only act to co-opt further Trustees as required in accordance with Article 4.9, circulate a written resolution to the Members and/or call a general meeting.

##### **Appointment of Trustees**

- 4.4 The people named as directors as per the Charity's registered details at Companies House as at the date of adoption of this version of the Articles are the current Trustees. Subsequent Trustees are to be elected by the Members in accordance with Articles 4.6, 4.8 or 4.9, or appointed by the Trustees in accordance with Article 4.7 or co-opted by the Trustees in accordance with Article 4.10
- 4.5 A Trustee may not act as a Trustee until they have expressly acknowledged, in whatever way the Trustees decide, their acceptance of the office of Trustee

and confirmation that they meet the eligibility criteria and are not subject to automatic termination of their trusteeship under Article 4.11.

- 4.6 The current Trustees are appointed, and all further Trustees shall be appointed or elected for terms of three years and a Trustee who has served their term must retire at the next AGM that occurs nearest to the expiry of their term.
- 4.7 Up to three of the Trustees at any one time may be appointed for an initial term of three years by a resolution passed at a properly convened meeting of the Trustees. Any Trustees so appointed shall be eligible for re-election by the Members at the AGM that occurs nearest to the expiry of their first term in accordance with Article 4.8.
- 4.8 Subject to Article 4.9, a retiring Trustee who remains eligible may be reelected for a maximum of two consecutive terms of office including their initial term but excluding any period during which the retiring Trustee was initially co-opted as a Trustee pursuant to Article 4.10.
- 4.9 The Trustees may, in circumstances which they consider to be exceptional, permit one or more of the Trustees who has already served their maximum term of office pursuant to Article 4.8 to serve one additional consecutive term of office of up to three years, provided that any such further appointment may only take effect with the consent of at least 75% of the other Trustees.
- 4.10 The Trustees may, in addition to any Trustees appointed by the Trustees pursuant to Article 4.7, at any time co-opt any individual who is eligible under Article 4.3 as a Trustee to fill a vacancy in their number or (subject to the maximum number permitted by Article 4.3) as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.

#### Retirement and removal of Trustees

- 4.11 Subject to Article 4.12, a Trustee's term of office automatically terminates if they:
  - (a) reach the end of their term of office in accordance with Articles 4.6, 4.7, 4.8, 4.9 or 4.10 and are not (where eligible) re-elected;
  - (b) resign by written notice to the Trustees (but only if at least three Trustees will remain in office);
  - (c) cease to meet the eligibility criteria (if any) set by the Trustees from time to time in accordance with Article 4.3 and are removed by a resolution of a majority of the other Trustees;
  - (d) are disqualified under the Charities Act from acting as a Charity Trustee or are prohibited by law from being a director of a company, or are disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005 or Charities Act (Northern Ireland) 2008;
  - (e) are, in the reasonable opinion of a majority of the other Trustees, incapable, whether mentally or physically, of managing their own affairs, or have become physically or mentally incapable of acting as a Trustee

and may remain so for more than 3 Months and this is confirmed by a registered medical practitioner, and in either case are removed by a resolution of a majority of the other Trustees;

- (f) are absent without notice from three consecutive meetings of the Trustees and are removed by a resolution of a majority of the other Trustees;
- (g) are removed by the Members in accordance with the provisions of the Companies Act;
- (h) are removed by a resolution passed by a majority of the other Trustees for breaching their duties as a Trustee, or for breaching the Trustees' Code of Conduct (if any), or for conducting themselves in a manner incompatible with acting as a charity trustee including (without limitation) behaving in a bullying, disrespectful or threatening manner, or if a majority of the other Trustees reasonably believe that their removal as a Trustee is otherwise in the best interests of the Charity; (i) are convicted of any offence relating to mistreatment of animals; or (j) die.

4.12 Before passing any resolution under Article 4.11(c), 4.11(e), 4.11(f) or 4.11(h) the others Trustees shall first invite the view of the Trustee concerned and have considered the matter in light of any such views.

## 5 Trustees' proceedings

5.1 The Trustees must hold at least four meetings each year.

### Quorum

5.2 No decision may be made by a meeting of the Trustees unless a quorum is present at the time when the decision is made. A quorum at a meeting of the Trustees is three Trustees.

### Calling Trustees' meetings

5.3 A Trustee may at any time, and the Secretary (if any) must at the request of a Trustee, summon a meeting of the Trustees.

5.4 Notice of a meeting of the Trustees may be given to a Trustee personally or by word of mouth or sent in writing to them at their last known postal or email address or any other postal or email address given by them to the Charity for this purpose.

5.5 Except where there are matters demanding urgent consideration, each Trustee must be given reasonable notice of each meeting of the Trustees.

### Attendance and voting at Trustees' meetings

5.6 Subject to article 5.7, a meeting of the Trustees may be held in such a way as may be agreed by the Trustees, provided all participants may Communicate with all the other participants simultaneously. This may include:

- (a) physical meetings where all participants are present in the same room;



- (b) virtual meetings where all participants access the meeting Virtually;
  - (c) hybrid meetings where some participants attend physically and some attend Virtually;
  - (d) satellite meetings where there are two or more physical venues linked Virtually and all participants are physically with at least one other participant.
- 5.7 In deciding how to conduct their meetings, the Trustees must have regard to the impact their choice of venue or virtual platform has on how accessible their meeting is to all potential participants.
- 5.8 Where a Trustees' meeting is being held Virtually (whether fully Virtually or partly Virtually) and there is a failure in the technology such that one or more participants is unable to Communicate with the other participants, those participants who are still able to participate fully must check whether the meeting is still quorate. If the meeting is not quorate, or it is unclear whether the meeting is quorate, and the ability for all participants to Communicate is not re-established within 10 minutes, the Trustees must adjourn the meeting. If the meeting is still quorate, the Trustees may either continue the meeting or adjourn it.
- 5.9 The Chair, or if the Chair is not present, unable or unwilling to do so the ViceChair (if any), shall preside at each meeting and if neither is present, able or willing then some other Trustee chosen by the Trustees present shall preside at the meeting.
- 5.10 Any issue may be determined by a simple majority of the votes cast at a meeting, but a resolution in writing agreed by all the Trustees [(other than any Conflicted Trustee who has not been authorised to vote)] is as valid as a resolution passed at a meeting [provided that the number of Trustees who are not Conflicted Trustees is equal to or exceeds the number set as a quorum for a meeting of the Trustees in accordance with Article 5.2. For this purpose the resolution may be contained in more than one document.
- 5.11 Every Trustee has one vote on each issue but, in the case of an equality of votes, the chair of the meeting has a second or casting vote.
- 5.12 For the purposes of this article 5, 'present' includes Trustees who are participating in the meeting by any of the means permitted by article 5.6.

## 6 Trustees' powers

The Trustees have the following powers in the administration of the Charity in their capacity as Trustees:

- 6.1 To appoint (and remove) any person (who may be a Trustee) to act as Secretary in accordance with the Companies Act.
- 6.2 To delegate in writing any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee, all proceedings of committees must be reported promptly to the Trustees and the delegation may be revoked at any time. Unless the terms

of the delegation provide otherwise, articles 5.6, 5.7 and 5.8 shall apply to committee meetings as if the references to Trustees and Trustees' meetings in those articles were to committee members and committee meetings.

- 6.3 To delegate the day to day management of the affairs of the Charity in accordance with the directions of the Trustees to any person, by such means, to such an extent, in relation to such matters and on such terms and conditions (including, subject to Articles 8 and 9, the payment of a salary) as they think fit.
- 6.4 To make such reasonable and proper standing orders, rules, regulations or bye laws for the proper conduct and management of the Charity provided that they are consistent with the Articles and the Companies Act.
- 6.5 To establish procedures to assist the resolution of disputes or differences within the Charity.
- 6.6 To exercise any powers of the Charity which are not reserved to the Members.

## 7 The Chair and Vice-Chair

### 7.1 The Chair and Vice-Chair:

- (a) shall be appointed by the Trustees from among their number and the term of each office may commence and end at different times; and
- (b) shall be appointed for a maximum term of office of two years from the date of appointment.

7.2 A retiring Chair or Vice-Chair who is eligible under Articles 4.3, 4.10 and 4.11 may be reappointed as long as they remain appointed as a Trustee, provided that they shall not serve for more than two consecutive terms, unless the Trustees consider it would be in the best interests of the Charity for a particular Trustee to continue to serve as Chair or Vice-Chair in which case, the retiring Chair or Vice-Chair may be re-appointed for a further term of office not exceeding two years, or the remainder of their term of office as a trustee, whichever is the shorter.

7.3 The Vice-Chair shall not automatically succeed an outgoing Chair and any Trustee shall be eligible for the position of Chair.

## 8 Application of Income and Property

8.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects, but:

- (a) a Trustee is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by them when acting on behalf of the Charity;
- (b) a Trustee 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; and

- (c) the Charity shall indemnify any Trustee or former Trustee against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act.

8.2 A Trustee may not receive any benefit or payment unless it is authorised by Article 8.1 or Article 9.

8.3 Subject to Article 9, 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. This does not prevent a Member who is not also a Trustee or Connected Person:

- (a) receiving a benefit from the Charity in the capacity of a Beneficiary of the Charity;
- (b) being employed by or entering into contracts with the Charity and receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
- (c) receiving interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England base rate; or
- (d) receiving rent for premises let by the Member to the Charity, provided that the amount of the rent and the other terms of the lease must be reasonable and proper.

## 9 Benefits and payments to Trustees and connected persons

9.1 No Trustee 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; or
- (d) receive any other Financial Benefit from the Charity,

unless the payment is permitted by Article 8.1 and/or Article 9.2, or authorised by the court or the prior written consent of the Commission has been obtained, or the Commission has confirmed in writing that its consent is not needed.

9.2 A Trustee or Connected Person may:

- (a) receive a benefit from the Charity in the capacity of a Beneficiary of the Charity provided that it is available generally to the Beneficiaries of the Charity;
- (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 9.3, provide the Charity with goods that are not supplied in connection with services provided to the Charity by the Trustee or Connected Person;
- (d) receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England base rate;
- (e) receive rent for premises let by the Trustee or Connected Person to the Charity, provided that the amount of the rent and the other terms of the lease must be reasonable and proper, and the Conflicted Trustee must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion; and
- (f) take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

9.3 The Charity and its Trustees may only rely upon the authority provided by Article 9.2(c) 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 and the Trustee 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 Un-conflicted Trustees 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 Trustee or Connected Person. In reaching that decision the Un-conflicted Trustees must balance the advantage of contracting with a Trustee or Connected Person against the disadvantages of doing so.
- (d) The Conflicted Trustee is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with the Supplier with regard to the supply of goods to the Charity.
- (e) The Conflicted Trustee does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.
- (f) The reason for their decision is recorded by the Trustees in the minutes.
- (g) A majority of the Trustees then in office are not in receipt of remuneration or payments authorised by Articles 9.2(b) to 9.2(e).

9.4 In Articles 9.2 and 9.3 the term Charity includes any company or other legal entity in which the Charity:

- (a) holds more than 50% of the shares; or

- (b) controls more than 50% of the voting rights; or
- (c) has the right to appoint one or more directors or trustees to the board of the company or other legal entity.

**10 Conflicts of interest and Conflicts of loyalty**

- 10.1** A Trustee must declare, as soon as possible and at the latest at the beginning of the meeting at which the matter is to be discussed or before the passing of any written resolution of the Trustees, 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.
- 10.2** Any Trustee who is or becomes a Conflicted Trustee in relation to any matter to be discussed by the Trustees must:
- (a) absent themselves from those discussions, unless the Un-conflicted Trustees invite the Conflicted Trustee to remain in order to provide information to assist the Un-conflicted Trustees in their discussions; and
  - (b) be absent during any vote and have no vote on the matter whether at a meeting or by written resolution of the Trustees, and shall not be counted in the quorum for that part of the discussion.
- 10.3** Subject to the provisions of the Companies Act, and provided that they have disclosed to the other Trustees the nature and extent of any interest in accordance with Article 10.1, a Trustee may be an unpaid director or other officer of any undertaking in the same group as the Charity or in which the Charity or any undertaking in the same group as the Charity is otherwise interested. The conditions in Articles 10.1 and 10.2 apply to this authorisation.
- 10.4** If a Conflict arises for a Trustee because of a duty of loyalty owed to another organisation or person and that Conflict is not authorised by virtue of any other provision in the Articles, the Un-conflicted Trustees may authorise that Conflict where the following conditions apply:
- (a) the Conflicted Trustee 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 Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and
  - (c) the Un-conflicted Trustees consider it is in the interests of the Charity to authorise the Conflict in the circumstances applying; and
  - (d) the Conflict does not involve a direct or indirect benefit of any nature to a Trustee or to a Connected Person.

10.5 Any authorisation of a Conflict under Article 10.4:

- (a) may (whether at the time of giving the authorisation or subsequently) extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;
- (b) may impose upon the Conflicted Trustee such other terms for the purposes of dealing with the Conflict as the Trustees think fit; and
- (c) may provide that, where the Conflicted Trustee obtains, or has obtained (through their involvement in the Conflict and otherwise than through their position as a Trustee) information that is confidential to a third party, they shall not be obliged to disclose that information to the Charity, or to use it in relation to the Charity's affairs where to do so would amount to a breach of that confidence.

10.6 Where the Un-conflicted Trustees authorise a Conflict under Article 10.4, the Conflicted Trustee shall be obliged to conduct themselves in accordance with any terms and conditions imposed by the Un-conflicted Trustees in relation to the Conflict.

10.7 The Trustees may revoke or vary any authorisation given under Article 10.4 at any time, but this shall not affect anything done by the Conflicted Trustee prior to such revocation or variation in accordance with the terms of such authorisation.

11 Records and Accounts

11.1 The Trustees must comply with the requirements of the Charities Act and of the Companies Act as to keeping records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including:

- (a) annual returns; and
- (b) annual reports and accounts.

11.2 The Trustees must also keep records of:

- (a) all proceedings at meetings of the Trustees, Members and committees;
- (b) all resolutions in writing; and
- (c) all reports of committees.

11.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by Members who are not Trustees if the Trustees so decide.

11.4 A copy of the Charity's Articles and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs.

## 12 Membership

12.1 The Charity must maintain a register of Members.

12.2 Membership is open to any individual or organisation interested in promoting the Objects who/which:

(a) applies to the Charity in the form required by the Trustees; and

(b) is approved by the Trustees.

12.3 The Trustees may refuse an application for Membership if they consider that it would be in the best interests of the Charity to do so or the applicant falls within one of the categories set out in Article 12.6. The applicant must be provided with reasons for the refusal in writing and must be given the opportunity to respond in writing to the decision. The Trustees shall consider any such written response and shall inform the applicant in writing of their decision, which shall be final.

12.4 The Trustees may establish different classes of Members and set out their respective rights and obligations. The rights of an existing class of Members may only be varied if the Members of that class consent to the variation in accordance with the Companies Act.

12.5 Membership is not transferable.

12.6 A person or organisation shall cease to be a Member if:

(a) the Member resigns their Membership by notice in writing to the Charity (provided that there will be at least two Members thereafter);

(b) in the case of an individual, they die;

(c) in the case of a corporate body, an order is made or a resolution is passed for its winding up or administration or it has a receiver appointed over all or some part of its assets;

(d) in the case of an organisation, it ceases to exist;

(e) the Member does not pay their subscription or any sum due to the Charity within 14 days of it becoming due and payable;

- (f) the Member is removed by a resolution of the Trustees or by an ordinary resolution of the Members that it is in the best interests of the Charity that their Membership is terminated provided that such a resolution may only be passed if:
  - (i) the Member has been given at least 21 days' notice in writing of the meeting of the Trustees or Members at which the resolution will be proposed and the reasons why it is to be proposed; and
  - (ii) the Member, or at the option of the relevant Member, their representative (who need not be a Member) has been allowed to make representations to the meeting; or
- (g) in the case of an individual, they cease to hold office as a director of the Charity by virtue of any provision of the Companies Act or are prohibited from being a director by law.

12.7 The Trustees may establish one or more categories of supporters of the Charity who are not Members of the Charity for the purposes of the Companies Act and who shall therefore have no right to attend or vote at general meetings of the Charity. The Trustees may set out the rights and obligations of such supporters.

### 13 Irregularities

13.1 The proceedings at any meeting 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 nonreceipt of notice) or any 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.

13.2 Subject to Article 13.3, all acts done by a meeting of Trustees or by a committee or by a person acting as Trustee shall be valid notwithstanding that it shall afterwards be discovered that there was a defect in the appointment of any Trustee or any member of a committee, or that any of them was disqualified from holding office, or had vacated office, or was not entitled to vote.

13.3 Article 13.2 does not permit a Trustee or Connected Person to keep any benefit that may be conferred on them by a resolution of the Trustees or a committee of the Trustees if, but for Article 13.2, the resolution would have been void.

### 14 General Meetings

14.1 Members are entitled to attend general meetings in person (which may be physically or, where applicable, Virtually) or, subject to compliance with Article 16, by proxy, or (in the case of a corporate member) by authorised representative.

14.2 General meetings are called on at least 14 days' written notice. The notice must:



- (a) specify the date, time and place of the meeting and, if applicable, the arrangements for accessing the meeting Virtually;
- (b) the general nature of the business to be transacted indicating the business to be discussed and (if a Special Resolution is to be proposed) setting out the terms of the proposed Special Resolution;
- (c) contain a statement setting out the right of Members to appoint a proxy under section 324 of the Companies Act and Article 16; and
- (d) be given to all the Members, to all the Trustees and, if any, the Charity's auditors.

14.3 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees or at least 10% of the Membership.

14.4 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.

14.5 A general meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.

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

(a) A quorum is:

- (i) three Members present in person (physically or, where applicable, Virtually) or by proxy or (in the case of a corporate member) by their authorised representative and entitled to vote upon the business to be conducted at the meeting; or
- (ii) one tenth of the total membership at the time rounding up to the nearest whole number; whichever is the greater.

(b) If:

- (i) a quorum is not present within half an hour from the time appointed for the meeting; or
- (ii) during a meeting a quorum ceases to be present (including where technological issues mean that one or more of those attending Virtually is no longer able to participate fully in the meeting and this reduces the number of Members who are able to Communicate and vote below the quorum);

the meeting shall be adjourned to such time and place as the Trustees shall determine.

- (c) The Trustees 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.
- (d) 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 (physically or, where applicable, Virtually) or by proxy or (in the case of corporate members) by authorised representative at that time shall constitute the quorum for that meeting.

**14.7 Adjourned meetings:**

- (a) The Members present in person (physically or, where applicable, Virtually) or by proxy at a meeting may resolve by Ordinary Resolution that the meeting shall be adjourned.
- (b) 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.
- (c) 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.
- (d) 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.

**14.8** At all general meetings the Chair shall preside. If there is no such Chair or if the Chair is not present or is unwilling or unable to act, the Vice-Chair (if any) shall chair the meeting, failing which the Members present shall elect a Member to chair the meeting. The person elected shall be a Trustee if one is present and willing to act.

**14.9** The Charity must hold an AGM every year.

**14.10** The business to be transacted at the AGM must include Members:

- (a) receiving the accounts of the Charity for the previous Financial Year;
- (b) receiving a written report on the Charity's activities;
- (c) being informed of the retirement of those Trustees who wish to retire or who are coming to the end of their current term of office;
- (d) electing Trustees to fill the vacancies arising; and (e) appointing reporting accountants or auditors for the Charity.

**14.11** Members may also from time to time if recommended by the Trustees:

- (a) confer on any individual (with his/her consent) or remove from any individual the honorary title of Patron, President or Vice-President of the Charity; and
- (b) deal with any other business put before them by the Trustees.

15 Voting

- 15.1 Except where otherwise provided by the Articles or the Companies Act, every issue is decided by Ordinary Resolution.
- 15.2 A Trustee shall, notwithstanding that they are not a Member, be entitled to attend and speak at any General Meeting or AGM.
- 15.3 On a show of hands every Member present in person or by proxy shall have one vote. On a poll every Member present in person or by proxy or who has voted in advance by way of online poll pursuant to Article 17 shall have one vote for each vote exercisable by that Member.
- 15.4 Any vote of a meeting shall be decided on a show of hands unless before, or on the declaration of, the result of the show of hands, a poll is demanded. Subject to the provisions of the Companies Act, a poll may be demanded:
  - (a) by the chair of the meeting; or
  - (b) by at least two Members having the right to vote at the meeting and present in person (physically or, where applicable, Virtually) or by proxy; or
  - (c) by a Member(s) representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.
- 15.5 Unless a poll is duly demanded, a declaration by the chair of the meeting of the result of a vote shall be conclusive evidence of the fact. The result of the vote must be recorded in the minutes of the Charity but it is not necessary to record the number or proportion of the votes cast.
- 15.6 The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chair of the meeting. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- 15.7 A poll must be taken as the chair of the meeting directs and they may appoint scrutineers (who need not be Members) and fix a time, date and place for declaring the results. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 15.8 A poll demanded on the election of the chair of the meeting or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time, date and place as the chair of the meeting directs not being more than thirty days after the poll is demanded.

- 15.9 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll is demanded.
- 15.10 If the poll is not taken immediately, at least seven clear days' notice must be given specifying the time, date and place at which the poll is to be taken.
- 15.11 Except where otherwise provided by the Articles or the Companies Act, a Written Resolution (whether an Ordinary or a Special Resolution) is as valid as an equivalent resolution passed at a general meeting. For this purpose the Written Resolution may be set out in more than one document.
- 15.12 Any organisation which is a Member of the Charity may by resolution of its board of directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which they represent as that organisation could exercise if it were an individual Member of the Charity.
- 15.13 A vote given, or poll demanded by proxy, or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

## 16 Use of proxy by Members

- 16.1 A proxy can only be appointed by a written instrument, signed on behalf of the appointer, in such form as shall be approved by the Trustees from time to time.
- 16.2 The instrument appointing a proxy and any authority under which it is signed or a copy of such authority certified in such form as may be required by the Trustees or in some other way approved by the Members may:
- (a) be deposited (including by Electronic Means) as specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - (b) in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
  - (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting,

and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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 appointer's behalf.

## 17 Online polling

- 17.1 The Charity may, if the Trustees so decide, allow the Members to vote in advance by online polling or other Electronic Means (an "online poll") to elect Trustees or to make a decision on any matter that is being decided at a general meeting of the Members.
- 17.2 The Trustees must appoint a person or body independent of the Charity to serve as a scrutineer to supervise the conduct of the online poll and the counting of votes.
- 17.3 If an online poll is to be allowed on a matter, the Charity must send to Members not less than 14 days before the deadline for receipt of votes cast in this way a notice by Electronic Means, including an explanation of the purpose of the vote and the voting procedure to be followed by the Member, and a voting form capable of being returned by Electronic Means to the Charity, containing details of the resolution(s) being put to a vote, or of the candidates for election, as applicable.
- 17.4 The voting procedure for votes cast by an online poll must require the Member's name to be entered on the voting form, and the voting form must be authenticated in the manner specified in the voting procedure.
- 17.5 Online poll votes must be returned to a response address used only for this purpose and must be accessed only by the scrutineer.
- 17.6 The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- 17.7 The scrutineer must make a list of names of Members casting valid votes, and a separate list of Members casting votes which were invalid. These lists must be provided to a Trustee or other person overseeing admission to, and voting at, the general meeting. A Member who has cast a valid online poll vote must not vote at the meeting or be counted in the quorum for the relevant part of the meeting if the vote is taken on a poll, on any resolution on which they have

already cast a valid vote. A Member who has cast an invalid vote by online poll is allowed to vote at the meeting and counts towards the quorum.

- 17.8 Votes cast by way of online poll must be counted by the scrutineer before the meeting at which the vote is to be taken. The scrutineer must provide to the person chairing the meeting written confirmation of the number of valid votes received by online poll and the number of votes received which were invalid.
- 17.9 The scrutineer must not disclose the result of the online poll until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineer declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- 17.10 Following the final declaration of the result of the vote, the scrutineer must provide to a Trustee or other authorised person evidence the valid and the invalid online poll votes.
- 17.11 Any dispute about the conduct of an online poll must be referred initially to a panel set up by the Trustees, to consist of two Trustees. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Society.

## 18 Limited Liability

The liability of Members is limited.

## 19 Guarantee

Every Member promises, if the Charity is dissolved while they remain a Member or within one year after they cease to be a member, to pay up to £5 towards:

- 19.1 payment of those debts and liabilities of the Charity incurred before they ceased to be a Member;
- 19.2 payment of the costs, charges and expenses of winding up; and
- 19.3 the adjustment of rights of contributors among themselves.

## 20 Communications

20.1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Act may be served:

- (a) by hand;
- (b) by post;
- (c) by suitable Electronic Means (where specific consent has been received from the Member or Trustee); or
- (d) through publication in the Charity's newsletter or on the Charity's website.

20.2 The only address at which a Member is entitled to receive notices sent by post is an address in the United Kingdom shown in the register of Members.

20.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

- (a) 24 hours after being sent by Electronic Means, posted on the Charity's website or delivered by hand to the relevant address;
- (b) two clear days after being sent by first class post to that address;
- (c) three clear days after being sent by second class or overseas post to that address;
- (d) immediately on being handed to the recipient personally; or, if earlier,
- (e) as soon as the recipient acknowledges actual receipt.

20.4 A technical defect in service of any notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 21 Dissolution

21.1 If the Charity is dissolved, any assets remaining after providing for all its liabilities must be applied in one or more of the following ways as the Trustees may decide:

- (a) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
- (b) directly for the Objects or for charitable purposes which are within or similar to the Objects; or
- (c) in such other manner consistent with charitable status as the Commission approves in writing in advance.

21.2 This provision may be amended by special resolution but only with the prior written consent of the Commission.

