

**4 March 2021**

**THE COMPANIES ACT 2006**  
**COMPANY NOT HAVING A SHARE CAPITAL**

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**ARTICLES OF ASSOCIATION**  
of  
**EASTSIDE COMMUNITY TRUST**  
Company Number 04023294  
Charity Number 1081691  
(Adopted by special resolution  
passed on 4 March 2021)

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**THE COMPANIES ACT 2006**  
**COMPANY NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION**

of

**EASTSIDE COMMUNITY TRUST**

**Company Number 04023294, Charity Number 1081691**

**(the “Charity”)**

**Adopted by special resolution passed on 4 March 2021**

**1. DEFINITIONS**

1.1 In these articles:

“**address**” means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the Charity;

“**articles**” means the Charity’s articles of association;

“**Board**” means the board of Directors of the Charity;

“**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:

- (a) the day when the notice is given or deemed to be given; and
- (b) the day for which it is given or on which it is to take effect;

“**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;

“**Directors**” means the directors of the Charity, and such 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;

“**memorandum**” means the Charity’s memorandum of association;

“**Objects**” means the objects of the Charity, as set out in article 3;

“**officers**” includes the Directors and the secretary (if any);

“**seal**” means the common seal of the Charity if it has one;

“**secretary**” means any person appointed to perform the duties of the secretary of the Charity;

“**United Kingdom**” means Great Britain and Northern Ireland; and

1.2 In these articles:

- (a) words importing one gender shall include all genders, and the singular includes the plural and vice versa;
- (b) references to articles and paragraphs are references to articles of and paragraphs of these articles;
- (c) unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts, but excluding any statutory modification not in force when this constitution becomes binding on the Charity; and
- (d) apart from the exception mentioned in sub-article 1.2(c), a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

## **2. LIABILITY OF MEMBERS**

2.1 The liability of the members is limited to a sum not exceeding ten pounds (£1), being the amount that each member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:

- (a) payment of the Charity’s debts and liabilities incurred before he, she or it ceases to be a member;
- (b) payment of the costs, charges and expenses of winding up; and
- (c) adjustment of the rights of the contributories among themselves.

## **3. OBJECTS**

3.1 Serving the wards of Easton and Lawrence Hill, particularly the neighbourhoods of Easton, Lawrence Hill, Old Market, St Judes, Newtown, Whitehall, Greenbank, Redfield, The Dings and Barton Hill, the Objects for which the Charity is established are:

- (a) Advancement of citizenship and community development through the promotion of civic participation, volunteering, and community capacity building.
- (b) Provision of community services and facilities with the objective of inspiring agency, connecting people, creating opportunities and improving the condition of life for residents.
- (c) Specifically provide services and facilities, including an adventure playground, for children and young people:
  - (i) of which such children and young people have need by reason of their age or social and economic circumstances; and
  - (ii) which will improve the conditions of childhood for such children and young people by promoting their health and well-being.

#### 4. POWERS

4.1 The Charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the Charity has power:

- (a) to raise funds; provided that in doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity; provided that in exercising this power, the Charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011;
- (d) to 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; provided that the Charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;
- (e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (g) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (i) to employ and remunerate such staff as are necessary for carrying out the work of the Charity; provided that the Charity may employ or remunerate a Director only to the extent it is permitted to do so by article 6 and provided it complies with the conditions in that article;
- (j) to:
  - (i) deposit or invest funds;
  - (ii) employ a professional fund-manager; and
  - (iii) 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;
- (k) to provide indemnity insurance for the Directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011; and
- (l) 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.

## **5. APPLICATION OF INCOME AND PROPERTY**

- 5.1 (a) Subject to articles 5.1(b) and 6, the income and property of the Charity shall be applied solely towards the promotion of its Objects, and no part of it shall be paid or transferred, directly or indirectly by way of dividend, bonus or in any other way by way of profit, to any member of the Charity.
- (b) 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 him or her when acting on behalf of the Charity.
- (i) 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.
- (ii) A Director may receive an indemnity from the Charity in the circumstances specified in article 32.
- (iii) A Director may not receive any other benefit or payment unless it is authorised by article 6.

## **6. BENEFITS AND PAYMENTS TO CHARITY DIRECTORS AND MEMBERS**

6.1 The Charity may make payment in good faith of:

- (a) reasonable and proper remuneration and benefits to any officer or servant of the Charity (not being a member of the Charity) for any services actually rendered to the Charity;
- (b) interest on money lent by any member or Director of the Charity, at a rate per annum not exceeding two percent (2%) over the base rate prescribed for the time being by Barclays Bank plc, or three percent (3%) whichever is the greater;
- (c) reasonable and proper rent or other payment for premises demised, let or licensed to the Charity by any member or Director of the Charity;
- (d) fees, remuneration or other benefit in money or money's worth to a company of which a Director is a member; provided that such Director holds not more than one percent (1%) of the capital of such company, and such Director shall not be bound to account for any share of profits he may receive in respect of any such payment;
- (e) all usual professional or other charges for work done by any Director as a solicitor, accountant or other person engaged in any profession, or by such Director's firm in connection with the affairs of the Charity;
- (f) the payment of any premium in respect of indemnity insurance, pursuant to article 32; and
- (g) the usual professional charges for business done by any Director who possesses specialist skills or knowledge or by his or her firm when instructed by the Charity to act on its behalf, provided that:
- (i) at no time shall a majority of the Directors benefit under this article 6.1(g); and
- (ii) a Director shall withdraw from any meeting whilst his or her own instruction or remuneration, or that of his or her firm, is being discussed.

## **7. 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).

## **8. CONFLICTS OF INTERESTS AND CONFLICTS OF LOYALTIES**

8.1 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.

8.2 In this article 8, 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.

## **9. MEMBERS**

9.1 The subscribers to the memorandum are the first members of the charity.

9.2 Membership is open to other individuals who:

- (a) apply to the charity in the form required by the Board;
- (b) are approved by the Board;
- (c) are above the age of sixteen (16); and
- (d) reside or work in Easton and Lawrence Hill (as defined by the ward boundaries of Bristol), or such other area as may be determined from time to time by the Board, or are otherwise approved by the Board.

### **9.3 Refusal of application for membership**

- (a) The Board may only refuse an application for membership if, acting reasonably and properly, it considers it to be in the best interests of the charity to refuse the application.
- (b) The Board must inform the applicant in writing of the reasons for the refusal within twenty-one (21) days of the decision.
- (c) The Board must consider any written representations the applicant may make about the decision. The Board's decision following any written representations must be notified to the applicant in writing but shall be final.



- 9.4 Membership is not transferable.
- 9.5 The Board must keep a register of names and addresses of the members.

## **10. CLASSES OF MEMBERSHIP**

- 10.1 The Board may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 10.2 The Board may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 10.3 The rights attached to a class of membership may only be varied if:
- (a) three-quarters of the members of that class consent in writing to the variation; or
  - (b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 10.4 The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

## **11. TERMINATION OF MEMBERSHIP**

- 11.1 Membership is terminated if:
- (a) the member dies;
  - (b) the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
  - (c) any significant sum due from the member to the Charity is not paid in full within six months of it falling due; or
  - (d) the member is removed from membership by a resolution of the Board that it is in the best interests of the Charity that his or her or its membership is terminated; provided that such resolution may only be passed if:
    - (i) the member has been given at least twenty-one (21) days' notice in writing of the meeting of the Board 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 member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.
- 11.2 Membership may also be terminated, at the sole discretion of the Board, if:
- (a) in the opinion of the Board, a member has not, in the preceding twelve (12) months, engaged or communicated in any form with the Charity; or
  - (b) a member ceases to meet the criteria set out in article 9.2(d).

## **12. GENERAL MEETINGS**

- 12.1 The Board may call a general meeting at any time.

### **13. NOTICE OF GENERAL MEETINGS**

- 13.1 (a) The minimum periods of notice required to hold a general meeting of the Charity are:
- (i) twenty-one (21) clear days for an annual general meeting; and
  - (ii) fourteen (14) clear days for all other general meetings.
- (b) 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 ninety percent (90%) of the total voting rights.
- (c) 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 articles 15 and 16.
- (d) The notice must be given to all the members and to the Board and auditors.
- 13.2 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. PROCEEDINGS AT GENERAL MEETINGS**

#### **14.1 Quorum for general meetings**

- (a) No business shall be transacted at any general meeting unless a quorum is present.
- (b) A quorum is ten (10) members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting.
- (c) 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;the meeting shall be adjourned to such time and place as the Board shall determine.
- (d) The Board must reconvene the meeting and must give at least seven (7) clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (e) If no quorum is present at the reconvened meeting within fifteen (15) 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.

#### **14.2 Chairperson of general meetings**

- (a) General meetings shall be chaired by the person who has been appointed to chair meetings of the Board.
- (b) If there is no such person or he or she is not present within fifteen (15) minutes of the time appointed for the meeting a Director nominated by the Board shall chair the meeting.

- (c) If there is only one Director present and willing to act, he or she shall chair the meeting.
- (d) If no Director is present and willing to chair the meeting within fifteen (15) 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.

#### 14.3 **Adjournment of general meetings**

- (a) The members present in person 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 (7) days, at least seven (7) clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

#### 14.4 **Voting at general meetings**

- (a) 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:
  - (i) by the person chairing the meeting;
  - (ii) by at least two members present in person or by proxy and having the right to vote at the meeting; or
  - (iii) by 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.
- (b)
  - (i) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
  - (ii) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.
- (c)
  - (i) 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.
  - (ii) 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.
- (d)
  - (i) 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.
  - (ii) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (e)
  - (i) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

- (ii) 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.
- (iii) The poll must be taken within thirty (30) days after it has been demanded.
- (iv) If the poll is not taken immediately at least seven (7) clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- (v) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

## **15. CONTENT OF PROXY NOTICES**

- 15.1 Proxies may only validly be appointed by a notice in writing (a “**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 Board 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.
- 15.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 15.3 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.
- 15.4 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.

## **16. DELIVERY OF PROXY NOTICES**

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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. WRITTEN RESOLUTIONS**

17.1 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than seventy-five percent (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 seventy-five percent (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 twenty-eight (28) days beginning with the circulation date.

17.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement.

## **18. VOTES OF MEMBERS**

18.1 Subject to article 10, every member shall have one vote.

18.2 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.

## **19. DIRECTORS**

### **19.1 Directors' qualifications**

- (a) A Director must be a natural person aged sixteen (16) years or older.
- (b) No one may be appointed a Director if he or she would be disqualified from acting under the provisions of article 22.
- (c) Subject to article 19.2(b), a Director who is not a member of the charity may be appointed to the Board in accordance with the provisions of article 21, if, in the opinion of the Board, such appointment is in the best interests of the Charity.

### **19.2 Composition of the Board**

- (a) The minimum number of Directors shall (unless the Board otherwise resolves, and subject to a minimum of two (2) Directors) be six (6) and the maximum number of Directors shall be fifteen (15). The minimum and maximum number of Directors that may be appointed to the Board may be varied by an ordinary resolution of the members at a general meeting of the Charity.
- (b) The Board shall at all times consist of a majority of Directors who are also members of the Charity.
- (c) The first Directors shall be those persons notified to Companies House as the first Directors of the Charity.

19.3 A Director may appoint an alternate director to act on his or her behalf at meetings of the Board.

## **20. POWERS OF DIRECTORS**

- 20.1 The Board shall manage the business of the Charity and may exercise all the powers of the Charity unless it is subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- 20.2 No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the Board.
- 20.3 Any meeting of Board at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Board.

## **21. APPOINTMENT OF DIRECTORS**

### **21.1 Appointment of new Directors by members of the Charity**

- (a) The Charity may by ordinary resolution:
- (i) appoint a person who is willing to act to be a Director; and
  - (ii) determine the rotation in which any additional Directors are to retire.
- (b) Unless the Board otherwise determines, no person may be appointed a Director at any general meeting unless:
- (i) he or she is an existing Director recommended for re-election by the Board; or
  - (ii) not less than fourteen nor more than thirty-five (35) clear days before the date of the meeting, the Charity is given a notice that:
    - (A) is signed by a member entitled to vote at the meeting;
    - (B) states the member's intention to propose the appointment of a person as a Director;
    - (C) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
    - (D) is signed by the person who is to be proposed to show his or her willingness to be appointed.
- (c) All members who are entitled to receive notice of a general meeting must be given not less than seven (7) nor more than twenty-eight (28) clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.
- 21.2 The Board may appoint a person who is willing to act to be a Director; provided that such appointment must be ratified at the next annual general meeting of the Charity following such appointment.
- 21.3 The appointment of a Director, whether by the Charity in general meeting or by the other Directors, is subject to the provisions of articles 19.1 and 19.2. In particular, a Director shall not be appointed if:
- (a) such appointment would cause the number of Directors to exceed any number fixed as the maximum number of Directors; or

- (b) such appointment would cause the number of Directors who are members of the charity to cease to comprise a simple majority in the Board.

#### **21.4 Length of service**

- (a) Subject to article 21.4(b), a Director appointed under the provisions of article 19.2(c) or 21 (as applicable) shall be appointed for an initial term of three (3) years, following which, such Director's term of service may be extended by a resolution of the members for further terms of three (3) years each.
- (b) No Director shall serve for more than nine (9) consecutive years, unless the Board considers it would be in the best interests of the Charity for a particular Director to continue to serve beyond that period and that Director is reappointed in accordance with this article 21.

### **22. DISQUALIFICATION AND REMOVAL OF DIRECTORS**

22.1 A Director shall cease to hold office if he or she:

- (a) ceases to be a Director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
- (b) 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);
- (c) to the extent that such Director was a member, ceases to be a member of the Charity;
- (d) in the written opinion, given to the Charity, 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 (3) months;
- (e) resigns as a Director by notice to the Charity (but only if at least six (6) Directors will remain in office when the notice of resignation is to take effect); or
- (f) is absent without the permission of the Board from all their meetings held within a period of six (6) consecutive months and the Board resolves that his or her office be vacated.

### **23. REMUNERATION OF DIRECTORS**

The Directors must not be paid any remuneration unless it is authorised by article 6.

### **24. PROCEEDINGS OF DIRECTORS**

#### **24.1 Meetings of the Board**

- (a) The Board may regulate its proceedings as it thinks fit, subject to the provisions of the articles.
- (b) Any Director may call a meeting of the Board.
- (c) The secretary (if any) must call a meeting of the Board if requested to do so by a Director.
- (d) Questions arising at a meeting shall be decided by a majority of votes.
- (e) Meetings of the Board shall be held:

- (i) prior to 30 September 2020, at least once every two (2) months; and
  - (ii) after 30 September 2020, with such frequency as may be determined by the Board.
- (f) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- (g) A meeting may be held by suitable electronic means agreed by the Board in which each participant may communicate with all the other participants.

#### 24.2 **Quorum for meetings of the Board**

- (a) No decision may be made by a meeting of the Board unless a quorum is Present at the time the decision is purported to be made. For the purposes of this article 24.2(a), “**Present**” includes being present by suitable electronic means agreed by the Board in which a participant or participants may communicate with all the other participants.
- (b) The quorum shall be a simple majority of the total number of Directors, or such larger number as may be decided from time to time by the Board.
- (c) 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.
- (d) 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.

#### 24.3 **Chairperson of meetings of the Board**

- (a) The Board shall appoint a Director to chair its meetings, and two (2) other Directors to act as vice-chairpersons for its meetings. The Board may revoke these appointments at any time.
- (b) The chairperson of the Board shall be appointed by the Board annually, provided that a Director shall not serve as chairperson of the Board for more than five (5) consecutive years.
- (c) If no-one has been appointed to chair meetings of the Board or if the chairperson is unwilling to preside or is not present within fifteen (15) minutes after the time appointed for the meeting, one of the vice-chairpersons of the Board shall chair that meeting. If neither the chairperson nor any of the vice-chairpersons are willing to preside (or are present within fifteen (15) minutes after the time appointed for the meeting), the Directors present may appoint one of their number to chair that meeting.
- (d) The person appointed to chair meetings of the Board shall have no functions or powers except those conferred by the articles or delegated to him or her by the Board.

#### 24.4 **Written resolutions of the Board**

- (a) A resolution in writing or in electronic form agreed by all of the Directors entitled to receive notice of a meeting of the Board and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.



- (b) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Directors has signified their agreement.

## **25. DELEGATION**

### **25.1 Power of the Board to delegate**

- (a) The Directors may delegate any of their powers or functions to the chairperson of the Board, the chief executive of the Charity and/or a committee of the Board, but the terms of any delegation must be recorded in the minute book.
- (b) The Board may impose conditions when delegating, including the conditions that:
  - (i) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - (ii) no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Board.
- (c) The Board may revoke or alter a delegation.
- (d) All acts and proceedings of any committees must be fully and promptly reported to the Board.

### **25.2 Committees of the Board**

- (a) All committees of the Board must include at least one (1) Director as a member of such committees.
- (b) The committees of the Board, having such powers and responsibilities as the Board may from time to time delegate, shall initially include:
  - (i) a finance committee, which shall include at least three (3) and no more than seven (7) persons, all of whom shall be Directors;
  - (ii) a human resources committee, which shall include at least three (3) and no more than seven (7) persons, all of whom shall be Directors;
  - (iii) a placemaking and communications committee, which shall include at least three (3) persons;
  - (iv) an adventure play, children, young people and family services committee, which shall include at least three (3) persons; and
  - (v) a business development and fundraising committee, which shall include at least three (3) persons.
- (c) The Board shall ensure that governance meetings between the Directors and all members of the committees of the Board (who are not also Directors) are held at regular intervals.

## **26. VALIDITY OF DIRECTORS' DECISIONS**

- 26.1 Subject to article 26.2, all acts done by a meeting of Board, or of a committee of the Board, 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:

- (i) the vote of that Director; and
- (ii) that Director being counted in the quorum,

the decision has been made by a majority of the Directors at a quorate meeting.

26.2 Article 26.1 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 Board or of a committee of the Board if, but for article 26.1, the resolution would have been void, or if the Director has not complied with article 7.

## **27. SEAL**

27.1 If the Charity has a seal it must only be used by the authority of the Board or of a committee of the Board authorised by the Board. The Board may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Director and by the secretary (if any) or by a second Director.

## **28. MINUTES**

28.1 The Board must keep minutes of all:

- (a) appointments of officers made by the Board;
- (b) proceedings at meetings of the Charity;
- (c) meetings of the Board and committees of the Board including:
  - (i) the names of the Directors present at the meeting;
  - (ii) the decisions made at the meetings; and
  - (iii) where appropriate, the reasons for the decisions.

## **29. ACCOUNTS**

29.1 The Board 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.

29.2 The Board must keep accounting records as required by the Companies Act.

## **30. ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES**

30.1 The Board 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.
- 30.2 The Board must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

### **31. MEANS OF COMMUNICATION TO BE USED**

- 31.1 (a) 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.
- (b) 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.
- 31.2 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.
- 31.3 (a) The Charity may give any notice to a member either:
- (i) personally; or
  - (ii) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
  - (iii) by leaving it at the address of the member; or
  - (iv) by giving it in electronic form to the member's address.
  - (v) 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.
- (b) 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.
- 31.4 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.
- 31.5 (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (b) 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.
- (c) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:

- (i) forty-eight (48) hours after the envelope containing it was posted; or
- (ii) in the case of an electronic form of communication, forty-eight (48) hours after it was sent.

## **32. INDEMNITY**

- 32.1 The Charity shall indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.
- 32.2 In this article a “relevant director” means any Director or former Director of the Charity.

## **33. RULES**

- 33.1 The Board may from time to time make such reasonable and proper rules or bye-laws as it may deem necessary or expedient for the proper conduct and management of the Charity.
- 33.2 The bye laws 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 Board in so far as such procedure is not regulated by the Companies Acts or by the articles; and
  - (e) generally, all such matters as are commonly the subject matter of company rules.
- 33.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 33.4 The Board must adopt such means as it thinks sufficient to bring the rules and bye-laws to the notice of members of the Charity.
- 33.5 The rules or bye-laws shall be binding on all members of the Charity. No rule or by-law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

## **34. DISPUTES**

- 34.1 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.

## **35. DISSOLUTION**

- 35.1 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;

- (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.
- 35.2 Subject to any such resolution of the members of the Charity, the Directors 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;
  - (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.
- 35.3 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 35.1 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.

### **36. INTERPRETATION**

- 36.1 In articles 8.2 and 26.2, “**connected person**” means:
- (a) a child, parent, grandchild, grandparent, brother or sister of the Director;
  - (b) the spouse or civil partner of the Director or of any person falling within paragraph 36.1(a) above;
  - (c) a person carrying on business in partnership with the Director or with any person falling within paragraphs 36.1(a) or 36.1(b) above;
  - (d) an institution which is controlled:
    - (i) by the Director or any connected person falling within paragraphs 36.1(a), 36.1(b), or 36.1(c) above; or
    - (ii) by two or more persons falling within paragraph 36.1(d)(i), when taken together; or
  - (e) a body corporate in which:
    - (i) the Director or any connected person falling within paragraphs 36.1(a) to 36.1(c) has a substantial interest; or
    - (ii) two or more persons falling within paragraph 36.1(e)(i) who, when taken together, have a substantial interest.
- 36.2 Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.