
Registered Number: 08506500

**Articles
of Association**

of

Association of Pharmacy Technicians (UK)

as amended by special resolution on 10th December 2018

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

THE COMPANIES ACT 2006

Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

COMPANY NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

ASSOCIATION OF PHARMACY TECHNICIANS (UK)

PART A. INTRODUCTION

1 INTERPRETATION

1.1 In these Articles:

“the Act”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006) insofar as they apply to the Company and any statutory modification or re-enactment thereof for the time being in force
“the Articles”	means these Articles of Association of the Company
“the Board”	means the board of Directors of the Company and (where appropriate) includes a Committee and the Directors acting by written resolution
“Board Meeting”	means a meeting of the Board
“Business Day”	means any day other than a Saturday, Sunday, bank holiday or public holiday
“Chair”	means the person who is chairing a Board Meeting or General Meeting at the relevant time
“Clear Days”	in relation to a period of notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
“Committee”	means a committee of the Board exercising powers delegated to it by the Board
“Companies House”	means the office of the Registrar of Companies
“the Company”	means the company intended to be regulated by the Articles
“Company Member”	means a member for the time being of the Company who is admitted under Article 6
“Director”	means any director of the Company who is appointed under Article 20

“General Meeting”	means a meeting of Company Members
“including”	means “including without limitation” and “include” and “includes” are to be construed accordingly
“the Memorandum”	means the Memorandum of Association of the Company
“the Objects”	means the objects of the Company set out in Article 3
“Observers”	means those persons (other than Directors) present under Article 30 at a Board Meeting
“President”	means a person appointed as the president of the Company in accordance Article 28
“Registered Office”	means the registered office of the Company
“Secretary”	means the secretary of the Company including a joint, assistant or deputy secretary
“Subscription Members”	means those admitted as such under Article 10
“United Kingdom”	means Great Britain and Northern Ireland
“Vice President”	means a person appointed as the vice president of the Company in accordance Article 28
“Working Party”	means a body established by the Board to make recommendations to the Board but without decision-making powers

1.2 In the Articles:

- 1.2.1 terms defined in the Act are to have the same meaning;
- 1.2.2 references to the singular include the plural and vice-versa and to the masculine include the feminine and neuter and vice-versa;
- 1.2.3 references to “organisations” or “persons” include corporate bodies, public bodies, unincorporated associations and partnerships;
- 1.2.4 references to legislation, regulations, determinations and directions include all amendments, replacements or re-enactments and references to legislation (where appropriate) include all regulations, determinations and directions made or given under it;
- 1.2.5 references to articles are to those within the Articles; and
- 1.2.6 headings are not to affect the interpretation of the Articles.

1.3 For the avoidance of doubt the system of law governing the Memorandum and the Articles is the law of England and Wales.

- 1.4 None of the model articles in the Companies (Model Articles) Regulations 2008 applies to the Company.

2 NAME

The name of the Company is Association of Pharmacy Technicians (UK).

3 OBJECTS

The Company's Object (whether charitable or not) is the promotion, maintenance and enhancement of the professional and educational standards of pharmacy technicians throughout the United Kingdom.

4 POWERS

The Company may do anything that a natural or corporate person can lawfully do which is not expressly prohibited by the Articles in order to further the Objects (but not otherwise) and in particular it has powers:

Staff and Volunteers

- 4.1 to employ staff or engage consultants and advisers on such terms as the Board thinks fit and to provide pensions to staff, their relatives and dependants;
- 4.2 to recruit or assist in recruiting and managing voluntary workers, including paying their reasonable expenses;

Property

- 4.3 to purchase, lease, exchange, hire or otherwise acquire any real or personal property rights or privileges (including shared or contingent interests);
- 4.4 to construct, alter, improve, convert, maintain, equip, furnish and/or demolish any buildings, structures or property;
- 4.5 to sell, lease, license, exchange, dispose of or otherwise deal with property;
- 4.6 to provide accommodation for any other charitable organisation on such terms as the Board decides (including rent-free or at nominal or non-commercial rents);

Borrowing

- 4.7 to borrow and give security for loans;

Grants and Loans

- 4.8 to make grants, donations or loans, to give guarantees and to give security for those guarantees;

Fund Raising

4.9 to raise funds, to invite and receive contributions;

Trading

4.10 to trade in the course of carrying out the Objects and to charge for services;

Publicity

4.11 to hold, conduct or promote meetings, conferences, lectures, exhibitions or training courses and to disseminate information to publicise the work of the Company and other organisations operating in similar fields;

4.12 to promote or carry out research and publish the results of it;

Contracts

4.13 to co-operate with and enter into contracts with any person;

Bank or building society accounts

4.14 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank or building society accounts in the name of the Company;

Investments

4.15 to:

4.15.1 deposit or invest funds;

4.15.2 employ a professional fund-manager; and

4.15.3 arrange for the investments or other property of the Company to be held in the name of a nominee

Insurance

4.16 to insure the assets of the Company to such amount and on such terms as the Board decides, to pay premiums out of income or capital and to use any insurance proceeds as the Board decides (without necessarily having to restore the asset);

4.17 to insure and to indemnify the Company's employees and voluntary workers from and against all risks incurred in the proper performance of their duties;

4.18 to take out insurance to protect the Company and those who use premises owned by or let or hired to the Company;

4.19 to provide indemnity insurance to cover the liability of the Directors and officers of the Company who are not Directors

4.19.1 which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they

may be guilty in relation to the Company; and

4.19.2 to make contributions to the assets of the Company in accordance with the provisions of Section 214 of the Insolvency Act 1986

provided that any such insurance in the case of clause 4.19.1 shall not extend to:

- any liability resulting from conduct which the Directors or officers knew, or must have known, was not in the best interests of the Company or which the Directors or officers did not care whether it was in the best interests of the Company or not;
- any liability to pay the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or wilful or reckless misconduct of the Directors or officers; and
- any liability to pay a fine

and further provided that any such insurance in the case of clause 4.19.2 shall not extend to any liability to make such a contribution where the basis of the Director's or officer's liability is his knowledge prior to the insolvent liquidation of the Company (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Company would avoid going into insolvent liquidation.

Other Organisations

4.20 to establish, promote, assist or support (financially or otherwise) any trusts, companies, registered societies, associations or institutions which have purposes which include the Objects or to carry on any other relevant charitable purposes;

4.21 to co-operate or join with any charity, voluntary body or public or statutory authority or any other organisation in any location whatsoever in furthering the Objects or allied purposes, to exchange information and advice and to undertake joint activities with them;

4.22 to amalgamate with any organisation which has objects similar to the Objects;

4.23 to undertake and execute any charitable trusts;

4.24 to affiliate, register, subscribe to or join any organisation;

4.25 to act as agent or trustee for any organisation;

Reserves

4.26 to accumulate income in order to set aside funds for special purposes or as reserves against future expenditure;

Formation expenses

4.27 to pay the costs of forming the Company and of complying with all relevant registration requirements; and

General

4.28 to do anything else within the law which is incidental and conducive to the Objects.

5 APPLICATION OF FUNDS

5.1 General

The income and property of the Company must be applied solely towards promoting the Objects and (except to the extent authorised by this Article 5):

5.1.1 no part may be paid or transferred directly or indirectly by dividend bonus or profit to a Company Member; and

5.1.2 a Director may not directly or indirectly receive any payment of money or benefit from the Company.

5.2 Benefits to Directors

Notwithstanding Article 5.1, the Company may make the following payments or grant the following benefits to Directors:

Out of pocket expenses

5.2.1 the reimbursement of reasonable and proper out-of-pocket expenses (including travel and dependants' care costs) actually incurred in enabling them to carry out their duties as Directors;

5.2.2 reasonable and proper out of pocket expenses to those Directors who are engaged by the Company as volunteers in the work of the Company and which are actually incurred by them in carrying out their work as volunteers;

Indemnity

5.2.3 an indemnity in respect of any liabilities properly incurred in running the Company (including the costs of a successful defence to criminal proceedings);

5.2.4 the benefit of indemnity insurance under Article 4.19;

Fees to companies in which Directors have negligible interests

5.2.5 a payment to a company in which a Director has no more than a 1% shareholding;

Interest and Rent

5.2.6 reasonable and proper interest on money lent by any Director to the Company;

5.2.7 reasonable rent, service charges or other payments properly payable under the provisions of any lease, agreement for lease or licence in respect of premises let by any Director to the Company or a reasonable hiring fee for

premises hired by any Director to the Company;

Beneficiaries

5.2.8 benefits provided in furtherance of the Objects to Directors who are beneficiaries of the Company where those benefits are the same as or similar to benefits provided to other beneficiaries.

Employment/Supply of Goods and Services

5.2.9 payments to a Director who is remunerated or employed by the Company (including acting as and for his duties as a Director) or who enters into a contract for the supply of goods or services to the Company provided that:

5.2.9.1 the remuneration or other sums paid to the Director do not exceed an amount that is reasonable in all the circumstances;

5.2.9.2 the Director is absent from the part of any meeting at which there is a discussion of his employment or remuneration or any matter concerning the contract, his performance in the employment or his performance of the contract, any proposal to enter into any other contract or arrangement with him or to confer any benefit upon him and/or any other matter relating to payment or the conferring any benefit to him;

5.2.9.3 the Director does not vote on any such matter and is not counted when calculating whether a quorum of Directors is present at the meeting;

5.2.9.4 the other Directors are satisfied that it is in the interests of the Company to employ or to contract with the Director;

5.2.9.5 the reason for the Directors' decision is recorded in the minutes of the Board meeting; and

5.2.9.6 at no time shall a majority of the Directors receive payment pursuant to this Article 5.2.9.

The employment or remuneration of a Director pursuant to this Article includes the engagement or remuneration of any firm or company in which the Director is a partner, an employee, a consultant, a director or a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Director holds less than 1% of the issued capital.

5.3 The provisions in this Article 5 on the making of payments and the granting of benefits by the Company to Directors shall also extend to payments made to Directors by any other company in which the Company

5.3.1 holds more than 50% of the shares; or

5.3.2 controls more than 50% of the voting rights attached to the shares; or

5.3.3 has the right to appoint more than 50% of the directors to its board.

- 5.4 For the purposes of Article 5.3 a payment to or a benefit granted to a dependant relative or the spouse of the Director or any person living with the Director as his partner shall be deemed to be a payment to the Director and shall be permitted to the same extent that payments to or benefits granted to Directors are permitted.

PART B. COMPANY MEMBERSHIP

6 COMPANY MEMBERS

6.1 The Company Members are:-

6.1.1 the subscribers to the Memorandum; and

6.1.2 others admitted to membership of the Company by the Board under the Articles.

7 ADMISSION OF COMPANY MEMBERS

7.1 A person may not be admitted by the Board as a Company Member:-

7.1.1 unless he has signed a written application to become a Company Member in such form as the Board requires;

7.1.2 unless he is aged 18 or over; or

7.1.3 if he would immediately cease to be a Company Member or Director under the Articles.

7.2 Since Company Members are also appointed as Directors under Article 20.3 the Board must ensure that when admitting Company Members it takes into account (to the extent the Board considers it practicable to do so) the need for Company Members who become Directors to contribute to the skills mix and balance of the Board as a whole.

7.3 Company membership is personal and not transferable.

8 TERMINATION OF COMPANY MEMBERSHIP

A person will cease to be a Company Member:-

8.1 on delivering written notice of resignation to the Registered Office;

8.2 if he ceases to be a Director; or

8.3 if the Board resolves to terminate his membership provided that he shall first have had reasonable opportunity to explain to the Board why he should not be removed.

9 LIABILITY OF COMPANY MEMBERS

9.1 The liability of the Company Members is limited.

9.2 Every Company Member promises, if the Company is wound up whilst he is a Company Member or within one year after ceasing to be a Company Member, to contribute such amount as is required up to a maximum of £1 towards:

- 9.2.1 winding up the Company;
- 9.2.2 the payment of the debts and the payment of the costs, charges and expenses of liabilities incurred whilst the contributor was a Company Member; and
- 9.2.3 the adjustment of the rights of the contributories among themselves.

10 Subscription Members

- 10.1 The Directors may create classes of non-voting membership and may determine the rights and obligations of any such Subscription Members (including payment of membership fees) and the conditions for admission to and termination of Subscription Membership.
- 10.2 Other references in these Articles to "Company Member", "Members" and "membership" do not include Subscription Members and Subscription Members do not qualify as Company Members for any purpose under the Act.

PART C. GENERAL MEETINGS

11 GENERAL MEETINGS

- 11.1 The Board may call a General Meeting at any time, to be held at such time and place as the Board decides subject to Article 12.
- 11.2 On receiving a requisition from the percentage of Company Members required under the Act the Board must promptly convene a General Meeting.

12 NOTICE OF GENERAL MEETINGS

- 12.1 Every General Meeting must be called by at least 14 Clear Days' notice.
- 12.2 A General Meeting may be called by shorter notice if this is agreed by a majority in number of the Company Members who may attend and vote and who together hold 90% or more of the total voting rights of all of the Company Members at the General Meeting.
- 12.3 The notice must specify:-
 - 12.3.1 the time, date and place of the General Meeting;
 - 12.3.2 the general nature of the business to be transacted; and
 - 12.3.3 if a special resolution is proposed, the fact that the proposed resolution is a special resolution and the wording of the resolution.
- 12.4 Subject to the Act no business may be transacted at a General Meeting except that specified in the notice convening the meeting.
- 12.5 Notice of a General Meeting must be given to all of the Company Members, the Directors and the Company's auditors (if any).
- 12.6 The accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by, any person entitled to receive notice will not invalidate the proceedings at that General Meeting.

13 QUORUM

- 13.1 No business may be transacted at a General Meeting unless a quorum is present.
- 13.2 The quorum for General Meetings is three or one-half of the Company Members whichever is the greater number for the time being present in person or by proxy.
- 13.3 A Company Member may be part of the quorum at a General Meeting if he can hear, comment and vote on the proceedings through telephone, video conferencing or other communications equipment.

- 13.4 If a quorum is not present within 15 minutes from the time of the General Meeting or a quorum ceases to be present during a General Meeting it must be adjourned to such time and place as the Board decides.
- 13.5 If at the adjourned meeting there are again insufficient Company Members present within 15 minutes from the time of the adjourned General Meeting to constitute a quorum then the meeting shall be dissolved.
- 13.6 Reasonable notice of an adjournment of a General Meeting because of a lack of quorum and the time and place of the adjourned General Meeting must be given to all Company Members.

14 CHAIR AT GENERAL MEETINGS

- 14.1 The President is to chair General Meetings.
- 14.2 If the President is not present within 15 minutes from the time of the General Meeting or is unwilling to act then the Vice President must chair the General Meeting.
- 14.3 If neither the President nor the Vice President is present and willing to act within 15 minutes from the time of the General Meeting, the Company Members present must choose one of their number to chair the General Meeting.

15 ADJOURNMENT OF GENERAL MEETINGS

- 15.1 The Chair may, with the consent of a General Meeting at which a quorum is present (and must if so directed by the General Meeting), adjourn it to a time and place agreed by the General Meeting.
- 15.2 The Chair may also adjourn a General Meeting if it appears to the Chair that for any other reason an adjournment is necessary for the business of the meeting to be properly conducted.
- 15.3 The only business that may be transacted at an adjourned General Meeting is that left unfinished from the General Meeting that was adjourned.
- 15.4 It is not necessary to give notice of a General Meeting which is adjourned under Article 15.1 or 15.2 unless it is adjourned for 30 days or more in which case 7 Clear Days' notice must be given.
- 15.5 Resolutions passed at an adjourned General Meeting are to be treated as having been passed on the date on which they were actually passed.

16 VOTING AT GENERAL MEETINGS

- 16.1 Resolutions are to be decided on a show of hands unless a ballot is properly demanded.
- 16.2 Each Company Member present in person or by proxy has one vote both on a show of hands and a ballot.

- 16.3 If there is an equality of votes on a show of hands or a ballot the Chair is not entitled to a second or casting vote and resolutions which fail to achieve the required majority will be lost.
- 16.4 An objection to the qualification of any voter may only be raised at the General Meeting at which the vote objected to is tendered. Every vote not disallowed at the General Meeting is valid. An objection made in time must be referred to the Chair whose decision is final.
- 16.5 A declaration by the Chair that a resolution has been carried (or not carried) unanimously, or by a particular majority, which is entered into the minutes of the meeting is conclusive evidence of the fact unless a ballot is demanded.

17 BALLOTS

- 17.1 A ballot may be demanded by the Chair or by any two Company Members before or on the declaration of the result of a show of hands.
- 17.2 A demand for a ballot may be withdrawn before the ballot is taken. If the demand for a ballot is withdrawn the result of the show of hands will stand.
- 17.3 The demand for a ballot will not prevent the General Meeting continuing to transact business other than in relation to the question on which the ballot is demanded.
- 17.4 A ballot is to be taken as the Chair directs. The Chair may appoint scrutineers (who need not be Company Members) and set a time and place to declare the result. The result will be the resolution of the General Meeting at which the ballot was demanded but will be treated as passed when the result is declared.
- 17.5 A ballot on the election of the Chair or an adjournment must be taken immediately. A ballot on any other question may be taken either immediately or at such time and place as the Chair directs.
- 17.6 At least 7 Clear Days' notice must be given of the time and place at which the ballot is to be taken unless the time and place are announced at the General Meeting at which it is demanded.

18 PROXIES

- 18.1 A Company Member may validly appoint a proxy by notice in writing which
 - 18.1.1 states the name and address of the member appointing the proxy;
 - 18.1.2 identifies the person appointed to be that member's proxy and the General Meeting in relation to which that person is appointed;
 - 18.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
 - 18.1.4 is delivered to the Company in accordance with the articles and any instructions contained in the notice of the General Meeting to which they

relate.

- 18.2 A proxy need not be a Company Member. The Board may from time to time prescribe a form to appoint a proxy by standing orders made under Article 39. A proxy may not appoint another proxy.
- 18.3 The document appointing a proxy may instruct the proxy which way to vote on particular resolutions.
- 18.4 A proxy will only be valid if the document appointing a proxy (and any power of attorney or other authority (if any) under which it is signed) or a properly certified copy is deposited at the Registered Office at least 24 hours before the starting time for the General Meeting or adjourned General Meeting at which the proxy proposes to vote.
- 18.5 No document appointing a proxy will be valid for more than 12 months.
- 18.6 A vote given or ballot demanded by proxy is to be valid despite:-
- 18.6.1 the revocation of the proxy; or
 - 18.6.2 the death or insanity of the principal
- unless written notice of the death, insanity or revocation is received at the Registered Office before the start of the General Meeting or adjourned General Meeting at which the proxy is used.
- 18.7 A proxy form will not be valid for any part of a General Meeting at which the Company Member who appointed the proxy is present.

19 COMPANY MEMBERS' WRITTEN RESOLUTIONS

- 19.1 A written resolution approved by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of eligible Company Members (provided that those Company Members would constitute a quorum at a General Meeting) is as valid as if it had been passed at a General Meeting provided that:
- 19.1.1 a copy of the proposed resolution has been sent to every eligible Company Member;
 - 19.1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of Company Members have signified their agreement to the resolution; and
 - 19.1.3 such agreement is contained in an authenticated document that has been received at the Registered Office within the period of 28 days beginning with the circulation date.
- 19.2 A resolution under Article 19.1 may consist of several documents in similar form each approved by one or more Company Members.

PART D. DIRECTORS

20 APPOINTMENT OF DIRECTORS

- 20.1 Unless the Directors decide otherwise the minimum number of Directors shall be three but there shall be no maximum number.
- 20.2 On or before the appointment of a Director a person must acknowledge their consent to be a Director in such format as the Board may decide and provide the information necessary to register them online at Companies House as a Director.
- 20.3 A person may not be a Director unless he is a Company Member.
- 20.4 With the exception of the President and Vice President all Directors are to be appointed by a resolution of the Directors.
- 20.5 The Board may determine from time to time any process for the recruitment, application and appointment of Directors and on a Director's appointment a Director's term of office (if any).
- 20.6 The President and Vice President for the time being ("the office holders") shall automatically, by virtue of holding those offices ("ex officio"), be Directors provided that if unwilling to act as a Director an office holder may:
- 20.6.1 before accepting appointment as a Director, give notice in writing to the Board of his unwillingness to act in that capacity; or
- 20.6.2 after accepting appointment as a Director resign under the provisions contained in Article 22.1.5

in which case the office of that ex-officio Director will then remain vacant until the office holder ceases to be President or Vice President (as the case may be) and a new President or Vice President (as the case may be) is appointed.

21 OBLIGATIONS OF DIRECTORS

- 21.1 The Board must set out in writing the principal obligations of every Director to the Board and to the Company. The statement of Directors' obligations is not intended to be exhaustive and the Board may review and amend it from time to time.
- 21.2 The statement of the obligations of the Directors to the Company must include:-
- 21.2.1 a commitment to its values and objectives including equal opportunities;
- 21.2.2 an obligation to contribute to and share responsibility for the Board's decisions;
- 21.2.3 an obligation to read Board papers and to attend meetings, training sessions and other relevant events;

- 21.2.4 an obligation to declare relevant interests;
- 21.2.5 an obligation (subject to any overriding legally binding requirement to the contrary) to keep confidential the affairs of the Board;
- 21.2.6 an obligation to comply with statutory and fiduciary duties, including:-
 - 21.2.6.1 to act in the best interests of the Company;
 - 21.2.6.2 to declare any interests a Director may have in matters to be discussed at Board meetings and not put himself in a position where his personal interest or a duty owed to another conflicts with the duties owed to the Company;
 - 21.2.6.3 to secure the proper and effective use of the Company's property;
 - 21.2.6.4 to act personally;
 - 21.2.6.5 to act within the scope of any authority given;
 - 21.2.6.6 to use the proper degree of skill and care when making decisions particularly when investing funds; and
 - 21.2.6.7 to act in accordance with the Articles; and
- 21.2.7 a reference to obligations under the general law.
- 21.3 A Director must sign and deliver to the Board a statement confirming he will meet his obligations to the Board and to the Company within one month of his appointment.

22 RETIREMENT AND REMOVAL OF DIRECTORS

- 22.1 A Director will cease to hold office if he:-
 - 22.1.1 dies;
 - 22.1.2 ceases to be a Director under the Act or is prohibited by law from being a Director;
 - 22.1.3 becomes incapable of managing and administering his own affairs because of mental disorder illness or injury;
 - 22.1.4 is declared bankrupt or makes any arrangement or composition with his creditors;
 - 22.1.5 resigns by written notice to the Company delivered to the Registered Office;
 - 22.1.6 is absent without good reason from three consecutive Board Meetings held no more frequently than once per month and the Board resolves (by a 75% majority of the Directors present and voting at a properly convened Board

Meeting) that he should cease to be a Director;

- 22.1.7 fails to sign a statement of his obligations under Article 21 within one month of his appointment and the Board resolves that he be removed;
- 22.1.8 ceases to be a Company Member;
- 22.1.9 completes his term of office and is not re-appointed; or
- 22.1.10 is President or Vice President and ceases to be President or Vice President (as the case may be).

23 CONFLICTS OF INTEREST

23.1 Declaration of interests

- 23.1.1 If a Director is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Company, he must declare the nature and extent of that interest to the other Directors.
- 23.1.2 In accordance with the Act, the declaration may be made at a Board Meeting or by written notice.
- 23.1.3 If a declaration of interest proves to be or becomes inaccurate or incomplete a further declaration must be made.
- 23.1.4 Any required declaration of interest must be made before the Company enters into the transaction or arrangement.
- 23.1.5 A declaration is not required in relation to an interest of which the Director is not aware or where the Director is not aware of the transaction or arrangement in question. For this purpose a Director is treated as being aware of matters of which he ought reasonably to be aware.
- 23.1.6 A Director need not declare an interest:-
 - 23.1.6.1 if it cannot reasonably be regarded as likely to give rise to a conflict of interests; or
 - 23.1.6.2 if, and to the extent that, the other Directors are already aware of it (and for this purpose the other Directors are treated as being aware of anything of which they ought reasonably to be aware).

23.2 Authorisation of direct conflicts of interests

A Director may enter into a transaction or arrangement with the Company only if and to the extent that such an arrangement is authorised by Article 5.

23.3 Authorisation of indirect conflicts of interest

- 23.3.1 Where, for whatever reason, a Director has any form of indirect interest in relation to a transaction or arrangement with the Company (which shall

include a conflict of duty) and the transaction or arrangement is not authorised by virtue of any other provision in the Articles then it may be authorised by those Directors not having a conflict provided that:-

23.3.1.1 the Director with the conflict (and any other interested Director) is not counted when considering whether or not there is a valid quorum for that part of the meeting and does not vote in relation to the matter giving rise to the conflict; and

23.3.1.2 the Directors who do not have a conflict in relation to the matter in question consider it is in the best interests of the Company to authorise the transaction.

23.3.2 The Directors who do not have a conflict in relation to the matter in question may, in their absolute discretion, determine that the Director with the conflict and/or any other interested Director should absent himself from the part of the meeting at which there is discussion concerning the transaction or arrangement giving rise to the conflict.

PART E. BOARD MEETINGS

24 FUNCTIONS OF THE BOARD

The Board must direct the Company's affairs in such a way as to promote the Objects. Its functions include:-

- 24.1 defining and ensuring compliance with the values and objectives of the Company;
- 24.2 establishing policies and plans to achieve those objectives;
- 24.3 approving each year's budget and accounts before publication;
- 24.4 establishing and overseeing a framework of delegation of its powers to Committees and Working Parties (under Article 29) and employees with proper systems of control;
- 24.5 monitoring the Company's performance in relation to its plans budget controls and decisions;
- 24.6 appointing (and if necessary removing) employees;
- 24.7 satisfying itself that the Company's affairs are conducted in accordance with generally accepted standards of performance and propriety; and
- 24.8 ensuring that appropriate advice is taken on the items listed in Articles 24.1 to 24.7 and in particular on matters of legal compliance and financial viability.

25 POWERS OF THE BOARD

- 25.1 Subject to the Act and the Articles, the business of the Company is to be managed by the Board who may exercise all of the powers of the Company.
- 25.2 An alteration to the Articles does not invalidate earlier acts of the Board which would have been valid without the alteration.

26 BOARD MEETINGS

- 26.1 Subject to the Articles, the Board may regulate Board Meetings as it wishes.
- 26.2 Board Meetings may be called by any Director or the Secretary (if appointed).
- 26.3 7 days' notice of Board Meetings must be given to each of the Directors but it is not necessary to give notice of a Board Meeting to a Director who is out of the United Kingdom.
- 26.4 A Board Meeting which is called on shorter notice than required under Article 26.3 is deemed to have been duly called if at least two Directors certify in writing that because of special circumstances it ought to be called as a matter of urgency.

- 26.5 Matters arising at a Board Meeting are to be decided by a simple majority of votes and each Director is to have one vote.
- 26.6 If there is an equality of votes the Chair is not entitled to a second or casting vote.
- 26.7 A technical defect in the appointment of a Director or in the delegation of powers to a Committee of which the Board is unaware at the time does not invalidate decisions taken in good faith.

27 QUORUM FOR BOARD MEETINGS

- 27.1 The quorum for Board Meetings is three or one-half of the Directors whichever is the greater number for the time being.
- 27.2 A Director may be part of the quorum at a Board Meeting if he can hear comment and vote on the proceedings through telephone, video conferencing or other communications equipment.
- 27.3 The Board may act despite vacancies in its number but if the number of Directors is less than three then the Board may act only to admit Company Members under Article 6 and Directors under Article 20.4.
- 27.4 At a Board Meeting which remains inquorate for 15 minutes after its starting time or one which becomes inquorate for more than 15 minutes the Directors present may act only to:-
 - 27.4.1 adjourn it to such other time and place as they decide; or
 - 27.4.2 call a General Meeting; or
 - 27.4.3 if applicable, make a decision under Article 27.3.
- 27.5 If at the adjourned meeting there are again insufficient Directors present within 15 minutes from the time of the adjourned Board Meeting to constitute a quorum then those Directors who are present (provided that they number at least 2) shall constitute a quorum for the purpose of allowing any business of the adjourned meeting to be conducted.

28 PRESIDENT, VICE PRESIDENT AND CHAIR

- 28.1 The Company must have a President and a Vice President. Subject to Article 28.2, the President and Vice President will be elected by the Subscription Members and are to be elected from amongst the Subscription Members. provided that at the time a person is appointed as President or Vice President they must also be admitted as Company Members.
- 28.2 The Board will decide the manner in which the nominations for and election of the President and Vice President will take place, the period during which they are each to hold office and the precise point at which their term of office ends.
- 28.3 The Board must also decide the grounds and the process for the removal of the

President and Vice President but that process must give the President or the Vice President (as the case may be) an opportunity to say why he should not be removed.

- 28.4 The President and a Vice President may resign from their positions at any time.
- 28.5 The President is to chair all Board Meetings and General Meetings at which he is present unless he does not wish or is not able to do so.
- 28.6 If the President is not present within 5 minutes after the starting time of a Board Meeting, or is unwilling or unable to chair a Board Meeting, then the Vice President, must chair the Board Meeting unless he is unwilling or unable to do so.
- 28.7 If both the President and the Vice President are not present within 5 minutes after the starting time of a Board Meeting or both are unwilling or unable to chair the meeting then the Board must elect one of the Directors who is present to chair the Board Meeting.
- 28.8 The functions of the Chair are:-
 - 28.8.1 to ensure that Board Meetings and General Meetings are conducted efficiently;
 - 28.8.2 to give all Directors an opportunity to express their views;
 - 28.8.3 to encourage the Board to delegate sufficient authority to its Committees to enable the business of the Company to be carried on effectively between Board Meetings;
 - 28.8.4 to ensure that the Board monitors the use of delegated powers; and
 - 28.8.5 to encourage the Board to take professional advice when it is needed and particularly before considering the dismissal of an employee.

29 COMMITTEES AND WORKING PARTIES

- 29.1 The Board may:-
 - 29.1.1 establish Committees consisting of those persons whom the Board decide;
 - 29.1.2 delegate to a Committee any of its powers; and
 - 29.1.3 revoke a delegation at any time.
- 29.2 The Board may establish Working Parties consisting of those persons whom the Board decide. A Working Party may not take decisions on behalf of the Board but may consider issues in depth with a view to making recommendations to the Board.
- 29.3 The members of a Committee or a Working Party are to be appointed by the Board but the Board may give a Committee or a Working Party the right to co-opt individuals to its membership. The Board is to determine the chair of each Committee or Working Party.

- 29.4 Each member of a Committee or Working Party (including the chair) is to hold office from the date of his appointment until the term of office for which he has been appointed expires or until he resigns or is removed by the Board from the Committee or Working Party.
- 29.5 The Board must determine the quorum for each Committee and Working Party it establishes.
- 29.6 The Board must specify the financial limits within which any Committee may function. A Working Party can have no authority to incur expenditure.
- 29.7 Every Committee or Working Party must report its proceedings and decisions to the Board as the Board determines.

30 OBSERVERS

- 30.1 Subject to Article 30.4, the Board may allow individuals who are not Directors to attend Board Meetings as Observers on whatever terms the Board decides.
- 30.2 Observers may not vote but may take part in discussions with the prior consent of the Chair.
- 30.3 The Board may exclude Observers from any part of a Board Meeting where the Board considers the business is private.
- 30.4 The Board must exclude an Observer from any Board Meeting at which a possible personal benefit to him is being considered.

31 DIRECTORS' WRITTEN RESOLUTIONS

- 31.1 A written resolution approved by all of the Directors entitled to receive notice of a Board Meeting (provided they would constitute a quorum at a Board Meeting) is as valid as if it had been passed at a Board Meeting.
- 31.2 A written resolution approved by a simple majority of the members of a Committee (provided they would constitute a quorum of that Committee) is as valid as if it had been passed at a meeting of that Committee.
- 31.3 A resolution under Articles 31.1 or 31.2 may consist of several documents in similar form each approved by one or more of the Directors or Committee Members.

PART F. OFFICERS

32 THE SECRETARY

- 32.1 The Board may decide whether or not a Secretary is appointed.
- 32.2 Where appointed, a Secretary may be removed by the Board at any time.

33 INDEMNITIES FOR OFFICERS AND EMPLOYEES

- 33.1 The Company may indemnify any officer or employee (other than a Director) against any liability incurred by him in his capacity as such except when that liability is due to his own dishonesty or gross negligence.
- 33.2 Subject to the Act (in particular sections 232-238 or any section of any other statute amending or replacing sections 232-238) and Article 33.3, the Company may indemnify any Director against any liability incurred by him in his capacity as such.
- 33.3 The indemnity provided to a Director in accordance with Article 33.2 may not include any indemnity against liability:-
 - 33.3.1 to the Company or a company associated with it;
 - 33.3.2 for fines or penalties; or
 - 33.3.3 incurred as a result of his unsuccessful defence of criminal or civil proceedings.
- 33.4 The indemnity provided to a Director in accordance with Article 33.2 may include the provision of funds to cover his legal costs as they fall due on terms that the Director in question will repay the funds if he is unsuccessful in his defence of the criminal or civil proceedings to which these costs relate
- 33.5 In respect to its auditor the Company may:-
 - 33.5.1 purchase and maintain insurance for his benefit against any liability incurred by him in his capacity as such; and
 - 33.5.2 indemnify him against any liability incurred in defending any proceedings (whether civil or criminal) in which judgment is given in his favour or he is acquitted or in connection with any application under Section 1157 of the Act or any section of any other statute amending or replacing Section 1157 in which relief is granted to him by the Court.

PART G. STATUTORY AND MISCELLANEOUS

34 MINUTES

- 34.1 The Board must arrange for minutes to be kept of all General Meetings and Board Meetings. The names of the Directors present must be included in the minutes.
- 34.2 Copies of the draft minutes of Board Meetings must be distributed to the Directors as soon as reasonably possible after the meeting and in any case seven days before the next Board Meeting (unless the next Board Meeting is an urgent Board Meeting).
- 34.3 Minutes must be approved as a correct record at the next General Meeting (as regards minutes of General Meetings) or Board Meeting (as regards minutes of Board Meetings). Once approved they must be signed by the Chair of the meeting at which they are approved.
- 34.4 The Board must keep minutes of all of the appointments made by the Board.

35 ACCOUNTS ANNUAL REPORT AND CONFIRMATION STATEMENT

- 35.1 The Company must comply with the Act in:
 - 35.1.1 preparing and filing an annual Directors' report and annual accounts with the Registrar of Companies; and
 - 35.1.2 filing annually a confirmation statement with the Registrar of Companies.
- 35.2 The Company must comply with the Act in relation to the audit or examination of accounts (to the extent that the law requires).
- 35.3 The annual Directors' report and accounts must contain:-
 - 35.3.1 revenue accounts and balance sheet for the last accounting period;
 - 35.3.2 the auditor's report on those accounts (if applicable); and
 - 35.3.3 the Board's report on the affairs of the Company.
- 35.4 The accounting records of the Company must always be open to inspection by a Director.

36 BANK AND BUILDING SOCIETY ACCOUNTS

- 36.1 All bank and building society accounts must be controlled by the Board and must include the name of the Company.
- 36.2 A cheque or order for the payment of money must be signed in accordance with the Board's instructions.

37 EXECUTION OF DOCUMENTS

- 37.1 Unless the Board decides otherwise, documents which are executed as deeds must be signed by:
- 37.1.1 two Directors;
 - 37.1.2 one Director and the Secretary (where appointed); or
 - 37.1.3 one Director in the presence of a witness who attests the Director's signature.

38 NOTICES

- 38.1 Notices under the Articles must be in writing (which shall include facsimile transmission or email) except notices calling Board Meetings.
- 38.2 A Company Member present in person at a General Meeting is deemed to have received notice of the General Meeting and (where necessary) of the purposes for which it was called.
- 38.3 The Company may give a notice to a Company Member, Director or auditor either:
- 38.3.1 personally;
 - 38.3.2 by sending it by post in a prepaid envelope;
 - 38.3.3 by facsimile transmission;
 - 38.3.4 by leaving it at his address; or
 - 38.3.5 by email.
- 38.4 Notices under Article 38.3.2 to 38.3.5 may be sent:
- 38.4.1 to an address in the United Kingdom which that person has given the Company;
 - 38.4.2 to the last known home or business address of the person to be served; or
 - 38.4.3 to that person's address in the Company's register of members.
- 38.5 Proof that an envelope containing a notice was properly addressed prepaid and posted is conclusive evidence that the notice was given 48 hours after it was posted.
- 38.6 Proof that a facsimile transmission was made is conclusive evidence that the notice was given at the time stated on the transmission report.
- 38.7 A copy of the notification from the system used by the Company to send emails, that the email has been sent to the particular person, will be conclusive evidence that the notice was sent and such notice will be deemed to have been delivered 24 hours after it was sent.

38.8 A notice may be served on the Company by delivering it or sending it to the Registered Office.

38.9 The Board may make standing orders to define other acceptable methods of delivering notices.

39 STANDING ORDERS

39.1 Subject to Article 39.4;

39.1.1 the Board may from time to time make, alter, add to or repeal standing orders for the proper conduct and management of the Company; and

39.1.2 the Company in General Meeting may alter, add to or repeal the standing orders.

39.2 The Board must adopt such means as they think sufficient to bring the standing orders to the notice of Company Members.

39.3 Standing orders are binding on all Company Members and Directors.

39.4 No standing order may be inconsistent with or may affect or repeal anything in the Articles.

40 WINDING UP

40.1 The Company Members may at any time before, and in expectation of, its dissolution resolve that any net assets of the Company after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Company be applied or transferred in any of the following ways:

40.1.1 directly for the Objects;

40.1.2 by transfer to any charity, charities or other organisation for purposes similar to the Objects; or

40.1.3 to any charity or other organisation for use for particular purposes that fall within the Objects.

40.2 In no circumstances shall the net assets of the Company be paid to or distributed among the Company Members or Directors.