

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

ARTICLES of ASSOCIATION

Of

Aberdeenshire Voluntary Action

Incorporated: 25th March 1992

These Articles were last updated: 30 October 2020

CONTENTS		
GENERAL	defined terms , objects , powers , restrictions on use of assets , general structure , limit on liability	articles 1-11
MEMBERS	qualifications , application , register , re-registration , withdrawal , expulsion , REMOVAL , termination/transfer	articles 12-25
GENERAL MEETINGS (meetings of members)	general , notice , special/ordinary resolutions , procedure	articles 26-52
DIRECTORS	number , appointment and retirement , termination of office , register , office bearers , powers , personal interests	articles 53-73
DIRECTORS' MEETINGS	procedure , conduct of directors	articles 74-82
ADMINISTRATION	committees , operation of bank accounts , secretary , accounts minutes and records , notices	articles 83-99
MISCELLANEOUS	winding-up , indemnity , constitution of the Company	articles 100-105

Defined terms

<p>1 In these articles of association, unless the context requires otherwise:</p> <ul style="list-style-type: none">(a) “Act” means the Companies Act 2006;(b) “2005 Act” means the Charities and Trustee Investment (Scotland) Act 2005;(c) “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;(d) “charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;(e) “electronic form” has the meaning given in section 1168 of the Act;(f) “Company” means Aberdeenshire Voluntary Action;(g) “local authority area” means the area covered by Aberdeenshire Council or its successors;(h) “OSCR” means the Office of the Scottish Charity Regulator;(i) “property” means any property, heritable or moveable, real or personal, wherever situated;(j) “subsidiary” has the meaning given in section 1159 of the Act; and(k) “clear days” shall be taken to mean that, for the notice period, the day after the notice is posted, (or, in the case of a notice sent by electronic means, the day after it was sent) and also the day of the meeting, should be excluded.	
<p>2 Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.</p>	
<p>3 The singular includes the plural and vice versa and reference to any</p>	

	gender includes all genders.	
4	Words and expressions defined in the Act shall, save where otherwise defined in these articles, bear the same meanings herein.	

Objects

5	<p>The Company's objects are:</p> <ul style="list-style-type: none"> (a) To advance citizenship and community development by assisting voluntary, charitable, social enterprise and community organisations (collectively referred to as the Third Sector) and volunteers to thrive and develop. This will include working with public sector agencies and the provision of services which will strengthen the contribution of the Third Sector and volunteers to the economic, social and cultural development of communities; (b) To advance health and relieve poverty by supporting third and public sector organisations and volunteers to deliver high quality services and activities to vulnerable groups and by operating appropriate projects to deliver services in the local authority area; (c) To advance education through the provision of appropriate training to Third Sector organisations, volunteer involving organisations, public sector bodies, volunteers, potential volunteers and local citizens. 	
6	The Company's objects are restricted to those set out in article 5 (but subject to article 7).	
7	The Company may (subject to first obtaining the consent of OSCR) add to, remove or alter the statement of the Company's objects in article 5; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies.	

Powers

8 In pursuance of the objects listed in article 5 (but not otherwise), the Company shall have the following powers:

- (a) To provide relevant information, including information from public bodies and facilitate the exchange and sharing of resources, ideas and the planning of services to the community;
- (b) To facilitate dialogue and co-operation amongst and between voluntary and public bodies and other relevant agencies;
- (c) To facilitate according to identified need the formation of ad hoc groups and working parties and thus enable specific tasks which might be identified locally to be undertaken;
- (d) To ensure the provision of support and assistance to new and existing voluntary organisations established within the community to meet the identified need;
- (e) To receive, manage and distribute, on behalf of statutory agencies, funding to third sector organisations, some of whom may be members of the Company;
- (f) Subject to such consents as may be required by law, to borrow and raise money for the furtherance of the objects of the Company in such manner and on such security as the Company may think fit;
- (g) To take such steps as may be deemed appropriate for the purpose of raising funds for the Company's activities and to invite and receive grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them) from any organisation, person or persons by way of subscription, donation or otherwise; however the Company shall have the right to disclaim any gift, legacy or bequest in whole or in part in such circumstances as the Company may think fit;
- (h) To lend money and give credit (with or without security) and to grant guarantees and issue indemnities;
- (i) To invest any funds which are not immediately required for the Company's activities in such investments as may be considered appropriate (and to dispose of, and vary, such

investments);

- (j) To purchase, take on lease, hire, or otherwise acquire, any property, business or rights which are suitable for the Company's activities;
- (k) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Company;
- (l) Subject to article 9, to employ such staff as are considered appropriate for the proper conduct of the Company's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;
- (m) To liaise with, work with and/or enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the Company, and to enter into any arrangement for co-operation or mutual assistance with any such body;
- (n) To effect insurance of all kinds (which may include trustee indemnity and officers' liability insurance);
- (o) To subscribe to, become a member of, or amalgamate or co-operate with any other charitable organisation, institution, society or body not formed or established for the purposes of distributing profit (whether incorporated or not and whether in Great Britain or Northern Ireland) whose objects are wholly or in part similar to those of the Company and which by its Constitution prohibits the distribution of its income and property amongst its members;
- (p) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Company's objects;
- (q) To do all or any of the things previously authorised either alone or in conjunction with any other charitable organisation, institution, society or body with which this Company is authorised to amalgamate;
- (r) To pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company;
- (s) To promote, acquire and/or hold shares in companies,

<p>including a subsidiary company, in furtherance of the above objects or whose income may support the furtherance of the above objects;</p> <ul style="list-style-type: none"> (t) To set up any subsidiary companies and/or enter into any formal partnership or consortium arrangements to further the Company's objects; (u) To open and operate such bank accounts and other financial savings accounts as required in the name of the Company; (v) To enable and support any lawful activity in support of voluntary, charitable, community and social enterprise in the local authority area; (w) To promote member companies whose activities may further one or more of the above objects, or may generate income to support the activities of the Company; (x) To engage such consultants and advisers as are considered appropriate from time to time and pay fees to such advisers or consultants; (y) To oppose, or object to, any application or proceedings which may prejudice the Company's interests; (z) To apply for, purchase or otherwise acquire, and protect and renew in any part of the world any patents, patent rights, brevets d'invention, privileges, concessions and licences, secret processes, trademarks, trade names, brands and copyrights and the like which may seem capable of being used for any of the above objects, and to use, exercise, develop, prolong and grant licences of the same; (aa) To do anything which may be incidental or conducive to the furtherance of any of the Company's objects. 	
---	--

Restrictions on use of the Company's assets

<p>9 The following restrictions on assets apply in relation to the Company:</p> <ul style="list-style-type: none"> (a) The income and property of the Company shall be applied solely towards promoting the Company's objects. 	
---	--

- (b) Subject to article 8, no part of the income or property of the Company shall be paid or transferred (directly or indirectly) to the members of the Company, whether by way of dividend, bonus or otherwise.
- (c) No director of the Company shall be appointed as a paid employee of the Company; no director shall hold any office under the Company for which a salary or fee is payable.
- (d) No benefit (whether in money or in kind) shall be given by the Company to any director except (i) repayment of out-of-pocket expenses or (ii) reasonable payment in return for particular services (not being of a management nature) actually rendered to the Company.

General Structure

10 The structure of the Company consists of:

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any other general meeting) and have important powers under the articles of association and the Act; in particular, the members elect people to serve as directors and take decisions in relation to changes to the articles themselves
- (b) the DIRECTORS - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the Company; in particular, the directors are responsible for monitoring the financial position of the Company.

The structure of the Company consists of:

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any other general meeting) and have important powers under the articles of association and the Act; in particular, the members elect people to serve as directors and take decisions in relation to changes to the articles themselves
- (b) the DIRECTORS - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the Company; in particular, the directors are responsible for monitoring **RISKS, WHICH INCLUDE BUT ARE NOT LIMITED TO** the financial position of the Company, **AND APPROVING APPROPRIATE CONTROL MEASURES WHEN REQUIRED.**

Liability of members

11 Each member undertakes that if the Company is wound up while he/she/it is a member (or within one year after he/she ceases to be a member), he/she/it will contribute - up to a maximum of £1 - to the assets of the Company, to be applied towards:

- (c) payment of the Company's debts and liabilities contracted

<p>before he/she ceases to be a member;</p> <p>(d) payment of the costs, charges and expenses of winding up; and</p> <p>(e) adjustment of the rights of the contributories among themselves.</p>	
--	--

Member qualifications

12	The members of the Company shall consist of the subscribers to the memorandum of association and such other persons and organisations as are admitted to membership (under articles 15 to 17).	
13	<p>Membership shall be open to:</p> <p>(a) any third sector organisations operating in the local authority area in which the Company operates, and</p> <p>(b) any individual person over the age of 16 who lives or works in the local authority area in which the Company operates and who supports the aims and objectives of the Company.</p> <p>Organisational members are represented at general meetings and exercise their rights as members of the Company through an appropriate individual authorised by the member organisation (the “authorised representative”).</p>	<p>Membership shall be open to:</p> <p>(a) any COMMUNITY, VOLUNTARY, AND third sector organisations operating in the local authority area in which the Company operates, and</p> <p>(b) any individual person over the age of 16 who lives or works in the local authority area in which the Company operates and who supports the aims and objectives of the Company.</p> <p>Organisational members are represented at general meetings and exercise their rights as members of the Company through an appropriate individual authorised by the member organisation (the “authorised representative”).</p>
14	Employees of the Company shall not be eligible for membership; a person who becomes an employee of the Company after admission to membership shall automatically cease to be a member.	

Application for membership

15	Any person or organisation who wishes to become a member must sign, and lodge with the Company, a written application for membership.	
16	The directors may, at their discretion and on reasonable grounds, refuse to admit any person or organisation to membership.	

<p>17 The directors shall consider each application for membership at the first directors' meeting which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.</p>	<p>The directors shall consider each applicationS for membership at the first directors' meeting which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision.—on the application.</p>
--	--

Register of members

<p>18 The directors shall maintain a register of members, setting out the full name and address of each member, the date on which he/she/it was admitted to membership, and the date on which any person or organisation ceased to be a member.</p>	
---	--

Re-registration of members

<p>19 The directors may issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board. Such notices shall refer to the consequences (under article 20) of failing to provide confirmation within the 28 day period.</p>	
<p>20 If a member fails to provide confirmation to the Company that he/she/it wishes to remain as a member of the organisation before the expiry of the 28-day period, the directors may expel him/her/it from membership.</p>	<p>If a member fails to provide confirmation to the Company that he/she/they wishes to remain as a member of the organisation before the expiry of the 28-day period, the directors may REMOVE him/her/them from membership WITHOUT FURTHER CONSULTATION.</p>
<p>21 A former member expelled under article 20 may reapply for membership at any time.</p>	<p>A former member REMOVED under article 20 may reapply for membership at any time.</p>

Withdrawal from membership

<p>22 Any person or organisation (in the case of an organisation through its authorised representative), who wishes to withdraw from membership shall provide the Company at least 7 days' clear notice; on receipt of the notice by the Company, he/she/it shall cease to be a member.</p>	
---	--

Expulsion **REMOVAL** from membership

<p>23 Any person or organisation may be expelled from membership by special resolution (see article 36), providing the following procedures have been observed:</p> <ul style="list-style-type: none">(a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion; and(b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.	<p>Any person or organisation may be expelled REMOVED from membership by special resolution (see article 36), providing the following procedures have been observed:</p> <ul style="list-style-type: none">(a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion REMOVAL; and(b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.
--	---

Termination/transfer

<p>24 Membership shall cease on death, or in the case of an organisation on receivership, liquidation, dissolution or striking-off of the body which constituted the member or in the event of the organisation no longer being active or no longer operating in the local authority area.</p>	
<p>25 A member may not transfer his/her/its membership to any other person or organisation.</p>	

General meetings (meetings of members)

<p>26 All general meetings, other than the annual general meeting, shall be called extra-ordinary general meetings, regardless of the business to be conducted.</p>	
<p>27 The directors shall convene an annual general meeting in each year (but excluding the year in which the Company is formed); the first annual general meeting shall be held not later than 18 months after the date of incorporation of the Company.</p>	
<p>28 Not more than 15 months shall elapse between one annual general meeting and the next.</p>	
<p>29 The business of each annual general meeting shall include:</p>	

	<p>(a) a report by the chair on the activities of the Company;</p> <p>(b) consideration of the annual accounts of the Company;</p> <p>(c) election of directors of the Company.</p>	
30	The directors may convene a general meeting at any time.	
31	The directors must convene a general meeting if there is a valid requisition by members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).	
		GENERAL MEETINGS MAY BE HELD BY TELEPHONE CONFERENCE, VIDEO CONFERENCE OR OTHER ELECTRONIC MEANS AS APPROPRIATE.

Notice of general meetings

32	At least 21 clear days' notice must be given of an annual general meeting or an extra-ordinary general meeting called for the passing of a special resolution. Subject to article 60 (i), all other general meetings shall be called by at least 14 clear days' notice.	
33	A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting; any other general meeting shall be called a general meeting.	A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting; any other general meeting shall be called a AN EXTRA-ORDINARY general meeting.
34	A notice calling a meeting shall specify the time and place of the meeting and (a) indicate the general nature of the business to be dealt with at the meeting and (b) if a special resolution (see article 36, or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.	
35	<p>Notice of every general meeting shall be given to all the members, directors and any auditors:</p> <p>(a) in hard copy form</p> <p>(b) in writing or, (where the individual to whom notice is given has notified the Company of an address to be used for the purpose of electronic communication) in electronic form; or</p> <p>(c) (subject to the Company notifying members of the presence of the notice on the website, and complying with the other requirements of section 309 of the Act) by means of a</p>	<p>Notice of every general meeting shall be given to all the members, directors and any auditors:</p> <p>(a) in hard copy form; OR</p> <p>(b) in writing or, (where the individual to whom notice is given has notified the Company of an address to be used for the purpose of electronic communication) in electronic form; or</p> <p>(c) (subject to the Company notifying members of the presence of the notice on the website, and complying with the other requirements of section 309 of the</p>

website.	Act) by means of a website.
----------	-----------------------------

Special resolutions and ordinary resolutions

36	For the purposes of these articles, a “special resolution” means a resolution passed by 75% or more of the votes cast on the resolution at a general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 32 to 35. For the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.	
37	In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the Company, by special resolution, (a) to alter its name (b) to alter any provision of these articles or adopt new articles of association.	
38	For the purposes of these articles, an “ordinary resolution” means a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes against), at a general meeting, providing proper notice of the meeting has been given in accordance with articles 32 to 35.	

Procedure at general meetings

39	No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 50 members (or a proxy for a member).	No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 50 10% OF members (or a proxy for a member).
40	If a quorum is not present within 15 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the	

	meeting.	
41	The chair of the Company shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the directors present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting. In the absence of any directors then the members present shall elect from among themselves the person who will act as chairperson for that meeting.	
42	The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.	
43	Every member shall have one vote, which (whether on a show of hands or on a secret ballot) should be given personally or (in the case of a member which is an organisation) given via its duly authorised representative present at the meeting.	
44	A member which is an organisation shall be entitled to authorise an individual to attend and vote at meetings; he/she will then be entitled to exercise the same powers on behalf of the body which he/she represents as that body could have exercised if it had been an individual member of the Company.	
45	A member shall not be entitled to appoint more than one proxy to attend on the same occasion.	
46	Proxy votes shall be permitted where these are notified to the Company, in a valid format, by a member and received at the registered office of the Company not less than 48 hours (weekends are excluded from this requirement) before the start of the general meeting. A valid format means that it must: <ul style="list-style-type: none"> (a) state the name and address of the member appointing the proxy; (b) identify the person appointed to be that member's proxy and the general meeting in relation to which that person is 	

<p>appointed;</p> <p>(c) be signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and</p> <p>(d) 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.</p>	
<p>47 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.</p>	
<p>48 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.</p>	
<p>49 Unless a proxy notice indicates otherwise, it must be treated as:</p> <p>(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</p> <p>(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.</p>	
<p>50 If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.</p>	
<p>51 A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two persons present in person at the meeting and entitled to vote); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.</p>	<p>A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two persons present in person at the meeting and entitled to vote); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared. IF THE MEETING IS TAKING PLACE THROUGH AN ELECTRONIC MEDIUM, PROVISION MUST BE IN PLACE BEFORE THE MEETING STARTS FOR DELIVERY OF A SECRET BALLOT.</p>
<p>52 If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.</p>	

Number of directors

53	The maximum number of directors shall be 12 and the minimum shall be 5.	
----	---	--

Appointment and retirement of directors

54	Directorship shall be open to any member, or authorised representative of a member organisation, over the age of sixteen who is not disqualified from acting as a charity trustee or company director by law and meets the requirements as set out in the Director Recruitment Pack.	
55	At each annual general meeting, the members may (subject to articles 53 and 58) elect any member, or authorised representative of a member organisation, (providing he/she is willing to act) to be a director.	At each annual general meeting, the members may (subject to articles 53, 54 and 58) elect any member, or authorised representative of a member organisation, (providing he/she is willing to act) to be a director.
56	The directors may (subject to articles 53 and 58) at any time appoint any member (providing he/she is willing to act) to be a director.	The directors may (subject to articles 53, 54 and 58) at any time appoint any member (providing he/she is willing to act) to be a director. THE TERM OF THE APPOINTMENT SHALL BE UNTIL THE NEXT ANNUAL GENERAL MEETING. THE DIRECTOR, SUBJECT TO ARTICLES 53 AND 58, SHALL THEN BE ELIGIBLE FOR ELECTION.
57	At each annual general meeting, all of the directors shall retire from office but, subject to article 58, shall then be eligible for re-election.	At each annual general meeting, all of the directors shall retire from office but, subject to article 58, shall then be eligible for re-election. EACH DIRECTOR WILL BE APPOINTED TO SERVE FOR A TERM OF THREE YEARS AND WILL BE ELIGIBLE FOR RE-APPOINTMENT FOR A FURTHER THREE YEAR TERM BY RE-ELECTION AT AN ANNUAL GENERAL MEETING.
58	A director who has served for five consecutive years will not be eligible for re-election until a break period of at least one year has been observed.	A DIRECTOR WHO HAS SERVED TWO CONSECUTIVE TERMS WILL NOT BE ELIGIBLE FOR ELECTION UNTIL A BREAK PERIOD OF AT LEAST ONE YEAR HAS BEEN OBSERVED.
59	For the purposes of article 58: (a) the period between the date of appointment of a director and the annual general meeting which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration in which case it shall be disregarded;	

- (b) the period between one annual general meeting and the next shall be deemed to be a period of one year;
- (c) if a director ceases to hold office but is re-appointed as a director within a period of six months, he/she shall be deemed to have held office as a director continuously.

Termination of office

<p>60 A director shall automatically vacate office if:-</p> <ul style="list-style-type: none"> (a) he/she ceases to be a director through any provision of the Act or becomes prohibited by law from being a director; (b) he/she becomes debarred under any statutory provision from being a charity trustee; (c) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months; (d) he/she ceases to be a member of the Company; (e) the organisation which authorised them ceases to be a member of the company; (f) he/she becomes an employee of the Company; (g) he/she resigns office by notice to the Company; (h) he/she is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office; (i) he/she he/she is removed from office by ordinary resolution (special notice having been given) in accordance with of section 168 of the Act. 	<p>A director shall automatically vacate office if:-</p> <ul style="list-style-type: none"> (a) he/she/THEY ceases to be a director through any provision of the Act or becomes prohibited by law from being a director; (b) he/she/THEY becomes debarred under any statutory provision from being a charity trustee; (c) he/she/THEY becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months; (d) he/she/THEY ceases to be a member of the Company; (e) the organisation which authorised them ceases to be a member of the Company; (f) he/she/THEY becomes an employee of the Company; (g) he/she/THEY resigns office by notice to the Company; (h) he/she/THEY is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office; (i) he/she/THEY is removed from office by ordinary resolution (special notice having been given) in accordance with of section 168 of the Act.
---	--

Register of directors

<p>61 The directors shall maintain a register of directors, setting out full details of each director, including the date on which he/she became a director, and also specifying the date on which any person ceased to</p>	
---	--

hold office as a director.	
----------------------------	--

Office bearers

62	At the first meeting of the directors in any calendar year, the directors shall elect from among themselves a chair and a treasurer, and such other office bearers (if any) as they consider appropriate.	At the first meeting of the directors in any calendar year, WITHIN 7 DAYS FOLLOWING EACH AGM, the directors shall MEET TO elect from among themselves a chair and a treasurer, and such other office bearers (if any) as they consider appropriate.
63	All of the office bearers shall cease to hold office at the start of the first meeting of the directors in the calendar year, but shall then be eligible for re-election.	All of the office bearers shall cease to hold office at the start of the first meeting of the directors in the calendar year, FOLLOWING EACH AGM, but shall then be eligible for re-election.
64	A person elected to any office shall cease to hold that office if he/she ceases to be a director, or if he/she resigns from that office by written notice to that effect.	

Directors' powers

65	Subject to the provisions of the Act, the 2005 Act, and these articles, and subject to any directions given by the members by special resolution, the Company and its assets and undertaking shall be managed by the directors who may exercise all the powers of the Company.	
66	Any meeting of the directors at which a quorum is present may exercise all of the powers exercisable by the directors.	
67	All acts done and all decisions made by the directors shall be valid, notwithstanding that it afterwards be discovered that there was a defect in the appointment / election of any director or that any of them were disqualified from holding office, or had vacated office or were not entitled to vote.	

Personal interests

68	A director who has a personal interest in any transaction or other arrangement which the Company is proposing to enter into, must declare that interest at a meeting of the directors; he/she will be debarred (in terms of article 78) from voting on the question of	
----	--	--

	whether or not the Company should enter into that arrangement.	
69	For the purposes of the preceding article, a director shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers or any firm of which he/she is a partner or any limited company of which he/she is a substantial shareholder or director (or any other party who/which is deemed to be connected with him/her for the purposes of the Act), has a personal interest in that arrangement.	
70	<p>Provided</p> <ul style="list-style-type: none"> (a) he/she has declared his/her interest (b) he/she has not voted on the question of whether or not the Company should enter into the relevant arrangement and (c) the requirements of article 68 are complied with, (d) the requirements of the Act and the 2005 Act are complied with, <p>a director will not be debarred from entering into an arrangement with the company in which he/she has a personal interest (or is deemed to have a personal interest under article 78) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.</p>	
71	No director may serve as an employee (full time or part time) of the Company, and no director may be given any remuneration by the Company for carrying out his/her duties as a director.	
72	<p>Where a director provides services to the Company or might benefit from any remuneration paid to a connected party for such services, then</p> <ul style="list-style-type: none"> (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable; (b) the directors must be satisfied that it would be in the interests of the Company to enter into the arrangement (taking account of that maximum amount); and (c) less than half of the directors must be receiving remuneration 	

	from the Company (or benefit from remuneration of that nature).	
73	The directors may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the directors, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.	

Procedure at directors' meetings

74	Any director may call a meeting of the directors or request the calling of a meeting of the directors.	
75	Questions arising at a meeting of the directors shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.	
76	No business shall be dealt with at a meeting of the directors unless a quorum is present; the quorum shall be 50% of the directors subject to a minimum of 4 individuals.	No business shall be dealt with DECISIONS SHALL BE TAKEN at a meeting of the directors unless a quorum is present; the quorum shall be 50% of the directors subject to a minimum of 4 individuals DIRECTORS. WHERE A QUORUM IS NOT PRESENT, ANY DECISIONS TO BE TAKEN SHALL BE DEALT WITH THROUGH WRITTEN RESOLUTIONS FOLLOWING THE MEETING AND THE OUTCOME RECORDED AT THE NEXT DIRECTORS MEETING. FOR THE PURPOSES OF THESE ARTICLES, A "WRITTEN RESOLUTION" MEANS A RESOLUTION DISTRIBUTED TO ALL DIRECTORS IN WRITTEN FORM AND PASSED BY 75% OR MORE OF THE VOTES CAST ON THE RESOLUTION.
77	If at any time the number of directors in office falls below the number fixed as the quorum, the remaining director(s) may act only for the purpose of filling vacancies or of calling a general meeting.	
78	A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.	
79	Unless he/she is unwilling to do so, the chair of the Company shall preside as chairperson at every directors' meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the directors present shall elect from among themselves the person who will act as chairperson of the meeting.	

80	The directors may, at their discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the directors; for the avoidance of doubt, any such person who is invited to attend a directors' meeting shall not be entitled to vote.	
81	Meetings may be held by telephone conference, video conference or other electronic means as appropriate.	DIRECTORS' meetings may be held by telephone conference, video conference or other electronic means as appropriate.

Conduct of directors

82	<p>Each of the directors shall, in exercising his/her functions as a director of the Company, act in the interests of the Company; and, in particular, must</p> <ul style="list-style-type: none"> (a) seek, in good faith, to ensure that the Company acts in a manner which is in accordance with its objects. (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person (c) in circumstances giving rise to the possibility of a conflict of interest of interest between the Company and any other party <ul style="list-style-type: none"> i. put the interests of the Company before that of the other party, in taking decisions as a director ii. where any other duty prevents him/her from doing so, disclose the conflicting interest to the Company and refrain from participating in any discussions or decisions involving the other directors with regard to the matter in question (d) comply with the Company's code of conduct at all times (e) ensure that the Company complies with any direction, requirement, notice or duty imposed on it by the Act and the 2005 Act. 	
----	--	--

Delegation to sub-committees

83	The directors may delegate any of their powers to any sub-committee	The directors may delegate any of their powers to:
----	---	--

	consisting of one or more directors and such other persons (if any) as the directors may determine; they may also delegate to the chair of the Company (or the holder of any other post) such of their powers as they may consider appropriate.	(a) any sub-committee consisting of one TWO or more directors and such other persons (if any) as the directors may determine; they may also delegate to (b) the chair PERSON of the Company (or the holder of any other post) such of their powers as they may consider appropriate; (c) ANY EMPLOYEE OR REPRESENTATIVE OF THE COMPANY.
84	Any delegation of powers under article 83 is subject to such conditions as the directors may impose and may be revoked or altered.	
85	The rules of procedure for any sub-committee shall be as prescribed by the directors. Final decision-making shall always rest with the board of directors.	

Operation of bank accounts

86	Any bank account or other account operated on behalf of the Company by a financial institution in which any part of the assets of the Company is deposited shall be operated by the directors and shall indicate the name of the Company. All cheques and orders for the payment of money from such an account shall be signed by two signatories authorised for this purpose by the directors in accordance with the financial regulations of the Company and the terms of any mandates with the Company's bankers.	
87	The Company may, subject to ensuring sufficient safeguards in terms of computer security and password management protocols, operate any or all of its bank accounts by electronic means. Authorised use of any such systems will be determined and reviewed by the directors.	
88	No two signatories to the bank account may be connected. The Charities and Trustee Investment (Scotland) Act 2005 defines "connected" as: <i>"Any person to whom the [signatory] is married, is the civil partner of the [signatory] or with whom the [signatory] is living as husband and wife or, where the [signatory] and the other person are of the same sex, in an equivalent relationship. Any child, parent, grandchild, grandparent, brother or sister of the [signatory] (and any spouse of any such person) For the purposes of the above, a person who is another person's</i>	

stepchild or brought up or treated by another person as if the person were a child of the other person, is to be treated as that other person's child."

Secretary

89	The directors may from time to time appoint a company secretary, and on the basis that the term of the appointment, the remuneration (if any) payable to the company secretary, and the such conditions of appointment shall be as determined by the directors.
90	The company secretary may be a director or an employee of the Company or any other person considered appropriate by the directors.
91	The company secretary may be removed by them at any time.

Accounts, Minutes and Record Keeping

92	The directors shall ensure that accurate and complete records are kept of all general meetings of the Company, meetings of the directors and meetings of any sub-committee of the directors. Said records shall, inter alia, record those present for some or all of the meeting, the decisions taken at that meeting and (as far as possible) shall be signed by the chairperson of the meeting which approves the minutes.
93	The directors shall ensure that proper accounting records are maintained and annual accounts prepared in accordance with all applicable statutory requirements.
94	Where the Company is required by law to have its annual accounts audited, the directors shall ensure that an audit is carried out by a qualified auditor. Where no audit is required by law, the directors shall ensure that the annual accounts are independently examined.
95	The directors shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

<p>96 No member shall (unless he/she is a director) have any right of inspecting any accounting or other records, or any document of the Company, except as conferred by statute or as authorised by the directors or by ordinary resolution of the Company.</p>	
--	--

Notices

<p>97 Any notice which requires to be given to a member under these articles shall be given either in writing or by electronic means; such a notice may be given personally to the member or be sent by post in a pre-paid envelope addressed to the member at the address last intimated by him/her to the Company or (in the case of a member who has notified the Company of an address to be used for the purpose of electronic communications) may be given to the member by electronic means.</p>	
<p>98 Any notice, if sent by post, shall be deemed to have been given at the expiry of 48 hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.</p>	
<p>99 Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators.</p>	<p>Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators CHARTERED GOVERNANCE INSTITUTE OR EQUIVALENT.</p>

Winding-up

<p>100 If on the winding-up of the Company any property remains after satisfaction of all the Company's debts and liabilities, such property shall not be paid to or distributed among the members of the Company; that property shall instead be transferred to some other charity or charities (whether incorporated or unincorporated) whose objects are similar (wholly or in part) to the objects of the Company.</p>	
<p>101 The charity or charities to which property is transferred under article 86 shall be determined by the members of the Company at or before the time of dissolution or failing such determination, by such court as</p>	

	may have jurisdiction at the time.	
102	To the extent that effect cannot be given to the provisions of articles 86 and 87 above, the relevant property shall be applied to some other charitable purpose or purposes.	

Indemnity

103	Every director or other officer or auditor of the Company shall be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) out of the assets of the Company against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office; that may include (but only to the extent permitted by those sections of the Act), any liability incurred by him/her in defending any proceedings (whether civil or criminal) in which judgement is given in his/her favour or in which he/she is acquitted or any liability in connection with an application in which relief is granted to him/her by the court from liability for negligence, default or breach of trust in relation to the affairs of the Company.	
104	To the extent permitted by the 2005 Act and the Act, the Company shall be entitled to purchase and maintain for any director insurance against any loss or liability which any director or other officer of the Company may sustain or incur in connection with the execution of the duties of his/her office, and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a director).	

Constitution of Company

105	The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulations 2008 are excluded in respect of the Company insofar as they are repeated here.	
-----	--	--