

THE BRITISH TRUST FOR ORNITHOLOGY

MEMORANDUM

&

ARTICLES OF ASSOCIATION

(5 December 2020)

COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL.

Memorandum of Association

of

The British Trust for Ornithology

1. The name of the Company (hereinafter called "the Trust") is "THE BRITISH TRUST FOR ORNITHOLOGY".
2. The registered office of the Trust will be situate in England.
3. The objects for which the Trust is established are-

For the benefit of the nation:-

- (i) To promote, organise, carry on and encourage study and research and particularly field work for the advancement of knowledge in all branches of the Science of Ornithology.
- (ii) Permanently to preserve and protect lands and objects which by their natural features are suitable for the preservation and study of bird life and of fauna and flora generally.

And for the purposes aforesaid:-

- (a) To establish and maintain reserves for scientific study and research relating to bird life.
- (b) To promote and encourage the objects of the Trust by means of the circulation of all forms of printed matter, and to print, publish and sell books, papers, circulars and periodicals requisite for that purpose, and by means of the organisation of tours, rambles, excursions and the like and the provisions of through tickets, conveyances, circular tickets, enquiry bureaux and other travelling facilities to encourage the collection and dissemination of knowledge useful for and conducive to any objects of the Trust.
- (c) To promote lectures, debates and meetings, and by those means and by wireless, sound recording and projecting instruments, mechanical projection of pictures, photographs, art galleries and entertainments, to advertise and make known the objects of the Trust and to forward the interest of the Trust in the attainment of its objects.
- (d) To act as concessionaires and agents for foreign governments and other societies and

persons for the furtherance of the objects of the Trust.

- (e) To promote any private or public, local or general Act of Parliament, and to apply for any Provisional Orders which may seem to be conducive to any of the objects of the Trust.
- (f) To appeal for and accept subscriptions and donations, and to apply the same either generally for the purposes of the Trust or for some specific purpose connected therewith; to accept gifts on loan and to make loans of property.
- (g) To make, accept, endorse and execute promissory notes, bills of exchange and other negotiable instruments.
- (h) To employ, appoint and remunerate servants and agents.
- (i) To guarantee alone or jointly with others the fulfilment of any contract by any person, institution or society, where the promotion of the objects of the Trust is concerned.
- (j) To act by and to delegate powers to committees, societies and persons.
- (k) Subject to the provisions of Section 14 of the Companies Act 1929, to purchase, take on lease or exchange, hire or otherwise acquire or take options for acquiring by purchase or lease any real or personal property and any rights or privileges which the Trust may think necessary or convenient for the promotion of its objects, and to establish, form, construct, maintain and alter any buildings or erections necessary or convenient for the work of the Trust, including offices, museums and exhibitions, and libraries, and to establish and maintain collections of records and machines and appliances for recording and reproducing and representing the habits of birds or anything that may be relevant to the study of birds, or of educational or scientific interest, including books, journals, manuscripts, photographs, maps and specimens.
- (l) To sell, exchange, let, mortgage, dispose of or turn to account all or any of the property or assets of the Trust, as may be thought expedient, with a view to the promotion of its objects.
- (m) To undertake and execute any trusts which may lawfully be undertaken by the Trust and may be conducive to its objects, and in particular to hold and administer the Edward Grey Memorial Fund.
- (n) To borrow or raise money for the purposes of the Trust, on such terms and on such security as may be thought fit.
- (o) To invest the moneys of the Trust not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, but so that moneys subject or representing property subject to the jurisdiction of the Charity Commissioners shall only be invested in such securities and with such sanction (if any) as may for the time being be prescribed by law.
- (p) To establish and support or aid in the establishment and support of and to combine with any charitable and scientific associations or institutions and to subscribe or guarantee money for charitable and scientific purposes in any way connected with the purposes of the Trust or calculated to further its objects, and to affiliate with or

amalgamate with any body having similar objects of a charitable and scientific nature to those of the Trust.

- (q) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

Provided that the Trust shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others, any regulation, restriction or condition which if an object of the Trust would make it a Trade Union.

Provided also that in case the Trust shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales or Board of Education, the Trust shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law and as regards any such property the Managers or Trustees of the Trust shall be chargeable for such property as may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Managers or Trustees have been if no incorporation had been effected, and the incorporation of the Trust shall not diminish or impair any control or authority exercisable by the Chancery Division, the Charity Commissioners or the Board of Education over such Managers or Trustees, but they shall, as regards any such property, be subject jointly and separately to such control or authority, as if the Trust were not incorporated. In case the Trust shall take or hold any property which may be subject to any trust the Trust shall only deal with the same in such manner as allowed by law having regard to such trusts.

4. The income and property of the Trust, whencesoever derived, shall be applied solely towards the promotion of the objects of the Trust as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Trust

Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Trust, or to any member of the Trust, in return for any services actually rendered to the Trust, nor prevent the payment of interest at a rate not exceeding 5 per cent. per annum on money lent or reasonable and proper rent for premises demised or let by any member of the Trust; but so that no Trustee shall be appointed to any salaried office of the Trust or any office of the Trust paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Trust to any member of the Board, save as permitted by the Charities Act.

5. The fourth paragraph of this Memorandum contains conditions on which a licence is granted by the Board of Trade to the Trust in pursuance of Section 18 of the Companies Act 1929.
6. The liability of the members is limited.
7. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of its being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the Trust contracted before they cease to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.
8. If upon the winding up or dissolution of the Trust there remains, after the satisfaction of all its

debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Trust, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Trust, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Trust under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Trust at or before the time of dissolution, or in default thereof by a Judge of the High Court of Justice having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to such provision, then to some charitable object.

Provided that nothing in this Memorandum shall authorise an application of the property of the Trust for purposes which are not charitable in accordance with section 7 Charities and Trustee Investment (Scotland) Act 2005.

9. True accounts shall be kept of the sums of money received and expended by the Trust, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Trust; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Trust for the time being in force, such accounts shall be open to the inspection of the members. Once at least in every year the accounts of the Trust shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

No. of Company 357284

The Companies Act 1929
The Companies Act 1948
The Companies Act 1985
and
The Companies Act 2006

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

THE BRITISH TRUST FOR ORNITHOLOGY

(Incorporated the 20th day of October 1939)

THE COMPANIES ACT 1929

THE COMPANIES ACT 1948
THE COMPANIES ACT 1985
and
THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION OF

THE BRITISH TRUST FOR ORNITHOLOGY

(Adopted by Special Resolution passed on the 18th October 1958 and amended by Special Resolutions dated 14th October 1964, 30th November 1974, 1st December 1984, 5th December 1987 and 3rd December 1988, 2nd December 1989, 7th December 1996, 6th December 1997, 3rd December 2005, 6th December 2008, 5th December 2009, 6th December 2014, 9th December 2017 and 5th December 2020.)

GENERAL

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context -

Words	Meanings
Act	the Companies Act, 2006
Trustee	means those individuals appointed as Trustees in accordance with Article 31
Conflicted Trustee	a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Trust, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Trust
Connected Person	in relation to a Trustee, a person with whom the Trustee shares a common interest such that they may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee's family or household or a person or body who is a business associate of the Trustee, and (for the avoidance of doubt) does not include a company with which the Trustee's only connection is an interest consisting of no more than one per cent of the voting rights
In writing	written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing

	words in a visible form
Material Benefit	a benefit, direct or indirect, which may not be financial but has a monetary value
Member	means a member of the Trust as defined in the Act and shall include all sub-classes of membership as described in Article 7(1)
Month	means a calendar month
The Board	the Board of Trustees for the time being of the Trust
The Chair of the Board or the Chair	the Chair of the Board for the time being of the Trust
The Honorary Treasurer	the Honorary Treasurer for the time being of the Trust
The Office	the registered office of the Trust
The President and Vice Presidents	The president and vice presidents of the Trust for the time being
The Seal	the common seal of the Trust
The Secretary	the Secretary of the Trust appointed by the Board as hereinafter provided and for the time being holding office
The Trust	the above-named Trust
These presents	these Articles of Association, and the regulations of the Trust from time to time in force
United Kingdom	Great Britain and Northern Ireland

And words importing the singular number only shall include the plural number, and vice versa.

Words importing one gender shall include all genders; and

Words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these presents become binding on the Trust shall, if not inconsistent with the subject or context, bear the same meanings in these presents.

2. The number of Members with which the Trust proposes to be registered is unlimited.
3. The provisions of section 113 of the Act shall be observed by the Trust, and every Member of the Trust shall either sign a written consent to become a Member or sign the register of Members on becoming a Member.

4. The Trust is established for the purposes expressed in the Memorandum of Association.
5. The Members as at the date of adoption of these Articles and such other persons as the Board shall admit to membership in accordance with the provisions hereinafter contained shall be Members of the Trust.
6.
 - (a) The Board may appoint such eminent person to be patron of the Trust as they shall deem expedient in the interest of the Trust, but the patron as such shall have no part in the management and control of the Trust.
 - (b) The Board may appoint such Members of the Trust of suitable standing to be the President and Vice Presidents of the Board to assist and advise the Trust, but the President and Vice Presidents as such shall have no part in the management and control of the Trust. Such appointment shall take effect from the next Annual General Meeting of the Trust which shall take place following the meeting of the Board at which the appointment is made and shall last for no more than eight years.
7.
 - (1) The Members of the Trust shall consist of:-
 - (a) Life Members;
 - (b) Ordinary subscribing Members;
 - (c) Corporate bodies and representatives of firms or other unincorporated associations (hereinafter called "Non-corporate bodies");
 - (d) Corresponding Members; and
 - (e) Honorary Members.
 - (2)
 - (a)
 - (i) Membership of the Trust is open to any person whose application has been approved by Board upon payment of such subscription as shall be determined from time to time in accordance with Subclause (3) of this Article.
 - (ii) Board may in its absolute discretion reject any application for membership and need not give its reasons for such decision to any person.
 - (iii) If in the opinion of Board any Member may have acted in a manner prejudicial to the interests or good name of the Trust, a registered letter shall be sent to that Member stating the nature of the alleged misconduct and informing the Member of their right to make representations concerning their membership in writing or orally to a meeting of Board arranged to take place at least twenty-eight days after such letter is posted. Having considered any such representations Board shall have power to deprive such Member of their membership.
 - (b) No non-corporate body may as such become a Member of the Trust, but if any non-corporate body should desire to obtain the advantages of membership, it shall nominate one of its members to act as its representative, apply in its name for membership and sign the application form as its representative and exercise the rights of membership on its behalf. Every

person so applying for membership shall be subject to the same rules and regulations concerning admissions and otherwise as any person not so nominated, and shall, if admitted to membership, have the same rights and be subject to the same liabilities and incidents as any person not so nominated, subject, however, to the provisions hereinafter contained. The non-corporate body shall deposit with the Board the nomination of such applicant for membership and shall give all information that may be reasonably required by the Board regarding itself and such applicant.

- (c) A non-corporate body which has nominated as its representative one of its members as aforesaid may from time to time revoke the nomination of such member, and, subject to the consent of the Board, nominate another representative in their place. Upon receipt by the Board of any such revocation such Member shall ipso facto cease to be a Member of the Trust or act or be entitled or recognised as a representative of such non-corporate body, and any person nominated in their place shall, if duly approved by the Board, become a Member of the Trust as the representative of such non-corporate body in the place of the representative whose nomination has been revoked as aforesaid.
 - (d) All nominations and revocations mentioned above shall be in writing signed by some duly authorised member of the non-corporate body. Any change in the constitution or nature of such non-corporate body or in the status of any of its members shall be notified immediately in writing to the Board, who if it does not approve such change shall be entitled (without prejudice to the provisions hereinafter contained) to give notice in writing to the Member representing such non-corporate body to terminate their membership and to withdraw from the Trust, and shall at the same time return a due proportion of such Member's subscription having regard to the unexpired period for which it is paid, and thereupon such representative shall cease to act or be entitled or recognised as a Member and such non-corporate body as aforesaid shall have no further right to nominate a member to act as its representative.
- (3) The Board may from time to time fix the amount of subscriptions to be paid by Members. Categories of membership shall be as follows:-
- (a) Life Members
 - (b) Subscribing Members
 - (c) Corporate bodies and representatives of non-corporate bodies
 - (d) Corresponding Members (individuals who without pecuniary contribution undertake to further the objects of the Trust in such manner as to the Board may seem meet)
 - (e) Honorary Members (individuals who do such service or make such contribution to the Trust or its funds or to the objects of the Trust or to a society either in England or elsewhere having the same or like objects as the Trust shall appear to the Board to entitle such person to be distinguished as Honorary Members).
- (4) Every ordinary subscribing Member and every corporate body or representative of a

non-corporate body Member shall pay their or its subscription on such date or dates as the Board shall from time to time determine, and if the same is not paid within three months after it shall have become due the membership of the Member in default shall thereupon determine, but without prejudice to the liability of the Member to pay such subscription so in arrear.

- (5) Any Member may at any time previously to the date on which their subscription shall be due for renewal in any year resign their membership and cease to be a Member by sending in writing their resignation to the Secretary.

GENERAL MEETINGS

8. The Trust shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Board, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting.
9. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
10. The Board may whenever they think fit convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by section 302 of the Act.
11. Twenty one days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and fourteen days' notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day, and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these presents, or under the Act, entitled to receive such notices from the Trust; but with the consent of all the Members having the right to attend and vote thereat or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those Members may think fit.
12. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.
- 12A. A General Meeting may be held either in person or by electronic means determined by the Board by which all participants may communicate simultaneously with all other participants.

PROCEEDINGS AT GENERAL MEETINGS

13. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the accounts and balance sheet, and the reports of the Board and of the Auditors, the election of Trustees in the place of those retiring and the appointment of, and the fixing of the remuneration of, the Auditors.
14. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided twelve Members personally

present shall be a quorum.

15. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Board may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Members present shall be a quorum.
16. The Chair of the Board shall preside as Chair of every General Meeting but if the Chair of the Board is not present or willing to take the chair the Members present shall choose a Trustee, or if no Trustee is present or if all the Trustees present decline to take the chair, they shall choose some Member of the Trust who shall be present to take the chair.
17. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
18. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chair, or by at least three Members present in person or by proxy, or by a Member or Members present in person or by proxy, and representing one-tenth of the total voting rights of all the Members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chair of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Trust shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.
19. Subject to the provisions of the next following Article, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chair of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
20. No poll shall be demanded on the election of a Chair of a meeting, or on any question of adjournment.
21. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.
22. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

23. Subject as hereinafter provided, every Member except for Corresponding and Honorary Members shall have one vote. Corresponding and Honorary Members shall have no vote.

24. Save as herein expressly provided, no Member other than a Life Member, Subscribing Member or a corporate body (being a Member) or the representative of a non-corporate body hereinbefore referred to duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Trust in respect of their membership, shall be entitled to vote on any question either personally or by proxy, or as a proxy for another Member, at any General Meeting.
25. Votes may be given on a poll either personally or by proxy. On a show of hands a Member present only by proxy shall have no vote, but a proxy for a corporation may vote on a show of hands. A corporation may vote by its duly authorised representative as provided by section 323 of the Act.
26. The instrument appointing a proxy shall be in writing under the hand of the appointer or their attorney duly authorised in writing, or if such appointor is a corporation under its common seal, if any, and, if none, then under the hand of some officer duly authorised in that behalf.
27. The instrument appointing a proxy, and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited at the Office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.
28. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the Office one hour at least before the commencement of the meeting or adjourned meeting at which the proxy is used.
29. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit -

"THE BRITISH TRUST FOR ORNITHOLOGY

"I,

of,.....

a Member of the above-named Trust, hereby appoint

.....

of.....

and failing them,.....

of.....

to vote for me and on my behalf at the /Annual or Extraordinary, or Adjourned, as the case may be/ General Meeting of the Trust to be held on the day of and at every adjournment thereof.

As witness my hand this day of 20....."

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

THE BOARD OF TRUSTEES

30. (a) The Board shall consist of not more than eighteen Trustees (or such other number of Trustees as may from time to time be determined by the Members in General Meeting).
- (b) Each of the Trustees shall hold office for four years and shall, at the end of that period, be eligible for immediate re-election for a further period or periods of up to four years in total.
- (c) The Trustees shall elect a Chair and an Honorary Treasurer from among their number.

For the purposes of this Article all such elections shall take effect from 1st January following the Annual General Meeting and "year" shall mean 1st January to 31st December.

31. Every Trustee shall be elected at an Annual General Meeting. The names of Members of the Trust nominated by Board for such election shall be circulated with the notice of the Annual General Meeting. Should any Member wish to nominate other candidates, such nominations signed by not less than five Members, and with the written consent of the nominee, must be in the hands of the Secretary before notice of the Annual General Meeting is given.
32. Any casual vacancy in the Trustees may be filled up by the Board by co-option from amongst the Members of the Trust up to the prescribed maximum. Any Member so appointed under this Article shall retire from office on 31st December immediately following their appointment, but shall be eligible for immediate re-election and for the purposes of Article 30 reckon their period of office from 1st January following the date of such election.
33. No person who is not a Member of the Trust shall in any circumstances be eligible to hold office as a Trustee.

POWERS OF THE BOARD

34. The business of the Trust shall be managed by the Board who may exercise all such powers of the Trust, and do on behalf of the Trust all such acts as may be exercised and done by the Trust, and as are not by statute or by these presents required to be exercised or done by the Members in General Meeting, subject nevertheless to any regulations of these presents, to the provisions of the statutes for the time being in force and affecting the Trust and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Members in General Meeting, but no regulation made by the Members in General Meeting shall invalidate any prior act of the Board which would have been valid if such registration had not been made.
35. Trustees may act notwithstanding any vacancy in their body; provided always that in case the Trustees shall at any time be or be reduced in number to less than ten, it shall be lawful for them to act as the Board for the purpose of filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

SECRETARY

36. The Secretary shall be appointed by the Board for such time, at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by

them. The provisions of sections 274 to 280 of the Act shall apply and be observed. The Board may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

THE SEAL

37. The Seal of the Trust shall not be affixed to any instrument except by the authority of a resolution of the Board and in the presence of at least two Trustees and of the Secretary, and the said Trustees and the Secretary shall sign every instrument to which the seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Trust such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

DISQUALIFICATION OF TRUSTEES

38. The office of a Trustee shall be vacated -
- (a) If a receiving order is made against them or they make any arrangement or composition with their creditors.
 - (b) If they become of unsound mind.
 - (c) If they cease to be a Member of the Trust.
 - (d) If by notice in writing to the Trust they resign their office.
 - (e) If they cease to hold office by virtue of any provision of the Act or they become prohibited by law from holding office.
 - (f) If they are removed from office by a resolution duly passed pursuant to section 303 of the Act.

REMOVAL OF TRUSTEES

39. In addition and without prejudice to the provisions of section 168 of the Act, the Members may by Extraordinary Resolution remove any Trustee before the expiration of their period of office, and may by an ordinary resolution appoint another qualified Member in their stead; but any person so appointed shall retain their office so long only as the Member in whose place they are appointed would have held the same if they had not been removed.

PROCEEDINGS OF THE BOARD

40. The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, four shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chair shall have a second or casting vote.
41. A Board meeting may be held either in person or by electronic means determined by the Board by which all participants may communicate simultaneously with all other participants.
42. A Trustee may, and on the request of a Trustee the Secretary shall, at any time, summon a

meeting of the Board by notice served upon the several Trustees. A Trustee who is absent from the United Kingdom shall not be entitled to notice of a meeting.

43. The Chair of the Board shall preside as Chair of every meeting of the Board but if there shall be no Chair of the Board or if at any meeting they are not present within five minutes of the time appointed for holding the meeting or shall be unwilling to preside the Trustees shall choose one of their number to be Chair of the meeting.
44. A meeting of the Board at which a quorum is present shall be competent to exercise all the authorities, powers and discretion by or under the regulations of the Trust for the time being vested in the Board generally.
45. The Board may delegate any of its powers to committees consisting of or including such Trustees or Members as it thinks fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Board. The Chair of any such committee shall be appointed from among the Trustees.
46. All acts bona fide done by any meeting of the Board or of any committee of the Board, or by any person acting as a Trustee, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee.
47. The Board shall cause proper minutes to be made of the proceedings of the meetings of the Trust and of the Board and of committees of the Board, and all business transacted at such meetings, and any such minutes of any meetings, if purporting to be signed by the Chair of such meeting, or by the Chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
48. A resolution in writing signed by all the members for the time being of the Board or of any committee of the Board who are entitled to receive notice of a meeting of the Board or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Board or of such committee duly convened and constituted.

BENEFITS AND CONFLICTS OF INTEREST

49. The income and property of the Trust must be used only for promoting the Objects and do not belong to the Members but:
 - (a) with the prior written consent of the Charity Commission, reasonable and proper remuneration may be paid to any Trustee (or any firm or society of which a Trustee is a member or employee) for the supply of goods or services actually required by the Trust provided that the matter and the nature and level of the remuneration is determined in accordance with Article 51 and that at no time shall more than one third of the Trustees benefit under this provision;
 - (b) reasonable and proper remuneration may be paid to any officer or servant of the Trust other than Trustees or to any Members of the Trust in return for any services actually rendered to the Trust; and
 - (c) interest may be paid to any Member or Trustee at a reasonable rate on money lent to the Trust or reasonable and proper rent may be paid for premises leased or let by any Member

or Trustee of the Trust.

50. A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Trust except:
- (a) the benefit of indemnity insurance as permitted by the Charities Act 2011;
 - (b) as provided for in Articles 49 (a) and (c);
 - (c) reimbursement of reasonable out-of-pocket expenses actually incurred in acting as a Trustee;
 - (d) an indemnity in respect of any liabilities properly incurred acting as a Trustee (including the costs of a successful defence to criminal proceedings);
 - (e) payment to any company in which a Trustee has no more than a one per cent shareholding; and
 - (f) in exceptional circumstances, other payments or benefits with the prior written consent of the Charity Commission.
51. A Conflicted Trustee, or any Trustee having a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, must:
- (a) declare their interest when, or before, discussion begins on the matter;
 - (b) withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
 - (c) not be counted in the quorum for that part of the meeting; and
 - (d) withdraw during the vote and have no vote on the matter.
52. If a conflict of interest arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in these Articles, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:
- a) the Conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - (b) the Conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
 - (c) the unconflicted Trustees consider it is in the interest of the Trust to authorise the conflict of interest in the circumstances applying.
53. 8.5 Articles 48 to 51 may be amended by special resolution but, if the result would be to authorise a benefit to a Trustee, Member or Connected Person which was not previously authorised under the Articles or by law, only with the prior written consent of the Charity Commission.

ACCOUNTS

54. The Board shall cause proper books of account to be kept with respect to –
- (a) All sums of money received and expended by the Trust and the matters in respect of which such receipts and expenditure take place;
 - (b) All sales and purchases of goods by the Trust; and
 - (c) The assets and liabilities of the Trust.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the Trust and to explain its transactions.

55. The books of account shall be kept at the Office, or, subject to section 388 of the Act, at such other place or places as the Board shall think fit, and shall always be open to the inspection of the Trustees.
56. The Members in General Meeting may from time to time impose reasonable restrictions as to the time and manner of the inspection by the Members, other than the Trustees, of the accounts and books of the Trust, or any of them, and subject to such restrictions the accounts and books of the Trust shall be open to the inspection of such Members at all reasonable times during business hours.
57. At the Annual General Meeting in every year the Board shall lay before the Members a proper income and expenditure account for the period since the last preceding account made up to a date not more than nine months before such meeting, together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper Reports of the Board and Auditors, and copies of such account, balance sheet and Reports shall not less than twenty-one clear days before the date of the meeting, subject nevertheless to the provisions of section 423 of the Act be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' Report shall be open to inspection and be read before the meeting, as required by section 418 of the Act.

AUDIT

58. Once at least in every year the accounts of the Trust shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.
59. Auditors shall be appointed and their duties regulated in accordance with sections 485 to 488 of the Act, the Trustees being treated as the Directors mentioned in those sections.

NOTICES

60. A notice may be served by the Trust upon any Member
- (a) by hand;
 - (b) by post to the address as appears on the register of Members;
 - (c) by electronic means, subject the Member's consent;
 - (d) on the Trust's website, subject to the Member's consent.

61. Any Member described in the register of Members by an address not within the United Kingdom, who shall from time to time give the Trust an address within the United Kingdom at which notices may be served upon them, shall be entitled to have notices served upon them at such address, but save as aforesaid and as provided by the Act, only those Members who are described in the register of Members by an address within the United Kingdom shall be entitled to receive notices from the Trust.
62. Any notice or other document so served shall be deemed to have been served
- (a) 24 hours after being sent by electronic means, posted on the Trust's website or delivered by hand to the relevant address;
 - (b) two clear days after being sent by first class post to that address;
 - (c) three clear days after being sent by second class post to that address;
 - (d) immediately on being handed to the recipient personally; or if earlier
 - (e) as soon as the recipient acknowledges actual receipt.

DISSOLUTION

63. Clause 8 of the Memorandum of Association of the Trust relating to the winding up and dissolution of the Trust shall have effect as if the provisions thereof were repeated in these Articles.