

**THE COMPANIES ACT 2006**

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PRIVATE COMPANY LIMITED BY GUARANTEE

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ARTICLES OF ASSOCIATION of  
BRITISH SOCIETY FOR MIDDLE EASTERN STUDIES

COMPANY NUMBER: 8747770

(the "**Charity**")

As amended by special resolutions dated 24 February 2017, 30 June 2020, 5 July 2023, and 2 July 2025.

The Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

Articles of Association of British Society for Middle Eastern Studies

Name

- 1 The company's name is British Society for Middle Eastern Studies (and in this document it is called the "charity").

Interpretation

- 2 In the articles

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

"the articles" means the charity's articles of association;

"the charity" means the company regulated by the articles;

"clear days" in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given, and
- the day for which it is given or on which it is to take effect,

"the Commission" means the Charity Commission for England and Wales;

"Companies Acts" means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

"the directors" means the directors of the charity. The directors are charity trustees as defined by the Charities Act 2011;

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"electronic form" has the meaning given in section 1168 of the Companies Act 2006;

"the memorandum" means the charity's memorandum of association;

"officers" includes the president, vice president, treasurer and secretary (if any);

"President" means the Director appointed by the Directors to act as President under Article 39A(1);

"the seal" means the common seal of the charity if it has one;

"the United Kingdom" means Great Britain and Northern Ireland;

And words importing one gender shall include all genders, and the singular includes the plural and vice versa

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

#### Liability of members

- 3 (1) The liability of the members is limited.
- (2) Every member of the charity promises, if the charity is dissolved while he or she or it is a member or within twelve months after he or she or it ceases to be a member, to contribute such sum (not exceeding £0.01) as may be demanded of him or her or it towards the payment of the debts and liabilities of the charity incurred before he or she or it ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

#### Objects

- 4 The charity's objects ("Objects") are specifically restricted to the following:
- to encourage and promote interest and study of the Middle Eastern cultural region from the end of classical antiquity to the present day in particular but not exclusively through the dissemination of information and by the encouragement of co-operation amongst persons concerned with the scholarly study of the region.

#### Alteration of the articles

- 5
- (1) The articles may be altered by a resolution passed by not less than two thirds of the directors and then by two thirds of the members present and voting at a General Meeting. The notice of the General meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendments may be made to the "name", "objects" or "dissolution" provisions without the prior consent in writing of the Charity Commissioners.
- (3) No amendments may be made which would have the effect of making BRISMES cease to be a charity at law.
- (4) Directors should send promptly to the Commissioner a copy of any amendment made under this clause.

#### Powers

- 6 The charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:
- (1) to raise funds. In doing so, the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- (2) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

- (3) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
- (4) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if it wishes to mortgage land;
- (5) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (7) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (8) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves,
- (9) to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- (10) to.
  - (a) deposit or invest funds;
  - (b) employ a professional fund-manager, and
  - (c) arrange for the investments or other property of the charity to be held in the name of a nominee,

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (11) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in the Charities Act 2006;
- (12) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity;

#### Application of income and property

##### 7 Universal clauses

- (1) The income and property of the charity shall be applied solely towards the promotion of the objects.
- (2)
  - (a) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
  - (b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 73F of the Charities Act 1993.

- (c) A director may receive an indemnity from the charity in the circumstances specified in article 52.
- (3) None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving.
- (a) a benefit from the charity in the capacity of a beneficiary of the charity;
  - (b) reasonable and proper remuneration for any goods or services supplied to the charity.

#### Directors' benefits

(4)(A) No director or connected person may.

- (a) buy any goods or services from the charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the charity;
- (d) receive any other financial benefit from the charity; unless:
  - (i) the payment is permitted by article 7(4)(B)(a); or
  - (ii) the directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

#### Scope and powers permitting directors'/ connected persons' benefits

- (4)(B) (a) (i) A director or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the directors do not benefit in this way
- (ii) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, section 73A to 73C of the Charities Act 1993.
- (iii) Subject to article 7(4)(C) a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.
- (iv) A director or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be no (or more) per annum below the base rate of a clearing bank to be selected by the directors.
- (v) A director or connected person may receive rent for premises let by the director or connected person to the charity if the amount of the rent and the other terms of the lease are reasonable and proper and provided that the director concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (vi) The directors may arrange for the purchase, out of the funds of the charity, of insurance designed to indemnify the directors in accordance with the terms of, and subject to the conditions in, section 73F of the Charities Act 1993,

- (vii) A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public

Payment for supply of goods only - controls

- (4)(C) The charity and its directors may only rely upon the authority provided by article 7(4)(B)(a)(iii) if each of the following conditions is satisfied:
- (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between:
    - (i) the charity or its directors (as the case may be); and
    - (ii) the director or connected person supplying the goods ("the supplier") under which the supplier is to supply the goods in question to or on behalf of the charity.
  - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - (c) The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
  - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
  - (f) The reason for their decision is recorded by the directors in the minute book.
  - (g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7(4)(A).
- (5) (a) In sub-clauses (2)-(4) of this article 7 "charity" shall include any company in which the charity:
- holds more than 50% of the shares; or
  - controls more than 50% of the voting rights attached to the shares, or
  - has the right to appoint one or more directors to the board of the company;
- (b) In sub-clause (4) of this article 7, sub-clause (2) of article 41 and sub-clause (2) of article 42 "connected person" means:
- (i) a child, parent, grandchild, grandparent, brother or sister of the director;
  - (ii) the spouse or civil partner of the director or of any person falling within paragraph (i) above,
  - (iii) a person carrying on business in partnership with the director or with any person falling within paragraph (i) or (ii) above;

- (iv) an institution which is controlled by the director or any connected person falling within paragraph (i), (ii), or (iii) above; or by two or more persons falling within sub-paragraph when taken together;
- (v) a body corporate in which –
  - (1) the director or any connected person falling within paragraphs (i) to (iii) has a substantial interest, or
  - (2) two or more persons falling within sub-paragraph (1) who when taken together, have a substantial interest.

## Members

- 8 (1) The subscribers to the memorandum are the first members of the charity.
- (2) Membership is open to other individuals or organisations who are professionally and/or personally concerned with the Middle East and North Africa region. This includes academics and practitioners of Middle East studies and related subjects; postgraduates, researchers, undergraduates and A level students (or equivalent) of Middle East studies and related subjects; individuals and organisations who are committed to the advancement and development of Middle East studies and related subjects through research and teaching; and who:
- (a) apply to the charity in the form required by the directors;
  - (b) pay any then applicable membership fee, and
  - (c) are approved by the directors.
- (3) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.
- (b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- (c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final
- (4) Membership is not transferable.
- (5) The directors must keep a register of names and addresses of the members.
- (6) All members (other than Honorary Members) shall be required to pay to the charity by the first day of January in every year an annual membership fee. The membership fee for the categories of membership (including any reduced rates) shall be determined from time to time by the directors and approved at an annual general meeting.
- (7) The directors may also admit as members persons who have rendered outstanding service to the charity (or its unincorporated predecessor), distinguished scholars and other figures who have significantly benefited understanding of the Middle East and North Africa region and its cultures. Such members shall be referred to as "Honorary Members" and shall not be required to pay any membership fees in respect of their membership. Nomination and invitation to Honorary Membership shall be made by the directors on behalf of the Charity.
- (8) Any member who is over the current state pension age and no longer in full time employment shall only be required to pay any then applicable reduced membership fee rate. Any member who has been unemployed for a period of more than three months shall only be required to pay any then applicable reduced membership fee rate,

until such time as they find gainful employment. Student members will also pay a reduced rate during the period of their studies.

#### Classes of membership

- 9
- (1) The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
  - (2) The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
  - (3) The rights attached to a class of membership may only be varied if
    - (a) three-quarters of the members of that class consent in writing to the variation; or
    - (b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation
  - (4) The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

#### Termination of membership

- 10 Membership is terminated if:
- (1) the member dies or, if it is an organisation, ceases to exist;
  - (2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
  - (3) terminated by the charity as a result of any sum due from the member to the charity in respect of membership fees not being paid in full when due;
  - (4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:
    - (a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;
    - (b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

#### General meetings

- 11
- (1) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
  - (2) There shall be an annual general meeting held at a venue determined by the directors for the election of directors and officers, for the receipt of the accounts and for the receipt of a report on the activities of the charity.
- 12 The directors may call a general meeting at any time.

#### Notice of general meetings

- 13
- (1) The minimum periods of notice required to hold a general meeting of the Charity are:
    - (a) thirty days for an annual general meeting or a general meeting called for the passing of a special resolution;

- (b) fourteen clear days for all other general meetings.
  - (2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
  - (3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 20.
  - (4) The notice must be given to all the members and to the directors and auditors.
  - (5) Any members having business for the annual general meeting shall notify the secretary in writing at least 14 days before the meeting, except that where such business would involve the passing of a special resolution by the members of the charity, the member(s) shall notify the secretary in writing at least 28 days before the meeting.
  - (6) Any member who wishes to stand for appointment as an Elected Director shall notify the secretary in writing at least 15 clear days before the annual general meeting. In addition to confirming such member's willingness to *stand* for election, *such* notice shall *include* the written confirmation of at least two other members that they wish to propose such member for election as an Elected Director.
- 14 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

Proceedings at general meetings

15 Quorum

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:
  - (a) 15 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
  - (b) one tenth of the total membership at the time,

whichever is the lower.
- (3) The authorised representative of a member organisation shall be counted in the quorum.

- 16 (1) If:
- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
  - (b) during a meeting a quorum ceases to be present;
- the meeting shall be adjourned to such time and place as the directors shall determine.
- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
  - (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

- 17 (1) General meetings shall be chaired by the President.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.
- (3) If there is only one director present and willing to act, he or she shall chair the meeting.
- (4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
- 18 Adjournment
- (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
- 19 Voting
- (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
- (a) by the person chairing the meeting; or
- (b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
- (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting
- (2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- (b) The result of the vote must be recorded in the minutes of the charity, but the number or proportion of votes cast need not be recorded.
- (3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- (b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- (4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (5) (a) A poll demanded on the election of a person to chair a meeting or on a question

of adjournment must be taken immediately.

- (b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.
- (d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- (e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

#### Proxies

- 20 (1) Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:
- (a) states the name and address of the member appointing the proxy;
  - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - (d) is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as -
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

#### Delivery of proxy notices

- 20A (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute

it on the appointor's behalf.

#### Written resolutions

- 21 (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to every eligible member;
  - (b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
  - (c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- (2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- (3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

#### Votes of members

- 22 Every member shall have one vote.
- 23 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered.
- 24 In case of an objection under (23) the decision of the person who is chairing the meeting shall be final.

#### Directors

- 25 (1) A director must be a natural person aged 16 years or older
- (2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 32.
- 26 The number of directors shall be not less than three. The number of Elected Directors shall be not more than fifteen. The number of Co-opted Directors shall not exceed five.
- 27 The first directors shall be those persons notified to Companies House as the first directors of the charity.
- 28 A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors,

#### Powers of directors

- 29 (1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
- (2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
- (3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

## Appointment of directors

- 30 Subject to any requirements contained in the bye laws, any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director;
- (1) by ordinary resolution (an "Elected Director"), provided that such person is a member of the charity, or
  - (2) subject to article 31A, by a decision of the directors (a "Co-opted Director").
- 31 (1) The appointment of a director, whether by the charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.
- (2) Elected directors shall be eligible to serve for a term of three years. At the end of the three-year term they shall be eligible for re-election for one more term; they may also stand for election as officers. Nominations for election to the directors shall reach the Secretary fifteen clear days before the Annual General Meeting. Proposals shall be signed by two members of the Charity and be accompanied by a statement of the nominees' willingness to serve. For the purpose of these articles, the period served by an individual as a director shall be deemed to include any period served by such individual as a trustee of the unincorporated predecessor of the charity.
  - (3) In exceptional circumstances, such as to ensure regularity in the election of new directors and with the agreement of the individual director(s) in question and by a majority vote by other directors, elected directors' terms may be extended by no more than 18 months.
- 31A No more than one member of the same institution shall serve as an officer of the Charity at any one time. No more than three members of the same institution shall serve as a director at any one time. Accordingly:
- (1) No Co-opted Director shall be appointed if such -== would result in more than three members of the same institution acting as directors;
  - (2) If more than three are elected or co-opted, elected directors will have priority over co-opted ones, and the most recently elected director(s) will have priority over those elected earlier
- 31B Subject to the other provisions of the articles, the directors may appoint any of the following persons to act as Co-opted Directors:
- (1) any outgoing secretary,
  - (2) the editor of any journal published by the charity;
  - (3) the host convenor of any annual conference held by the charity (during the years preceding and following such annual conference),
  - (4) the president of any graduate or student section established by the charity;
  - (5) one further representative elected by any graduate or student section established by the charity in accordance with the rules established in relation to such graduate or student section; and
  - (6) such persons as the directors, in their discretion, consider would help to ensure a balanced representation of the various disciplines covered by the charity, of institutions interested in Middle Eastern studies or of skills that would be of benefit to the good running of the charity. Such persons shall be appointed as Co-opted Directors for a maximum of three years, provided, however, that Co-opted Directors may be re-appointed as Co-opted Directors on completion of any term of office, and they may stand for election as Elected Directors during or at the end of their term of office.

## Disqualification and removal of directors

32 A director shall cease to hold office if he or she:

- (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
- (2) is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (3) ceases to be a member of the charity,
- (4) becomes incapable by reason of becoming mentally or physically incapable of acting as director;
- (5) resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect); or
- (6) is absent without the permission of the directors from two consecutive meetings and the directors resolve that his or her office be vacated.
- (7) All directors will commit to chairing at least one standing sub-committees at the request of the Officers.

#### Remuneration of directors

33 The directors must not be paid any remuneration unless it is authorized by article 7.

#### Proceedings of directors

- 34
- (1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
  - (2) A meeting of the directors shall be held at least twice each year.
  - (3) The secretary (if any) may, and must if requested to do so by any five directors, call a meeting of the directors, upon no less than twenty-one days' notice being given to the directors of the matters to be discussed. This will specify the place, day and hour of the meeting as well as the business to be discussed.
  - (4) Questions arising at a meeting shall be decided by a majority of votes.
  - (5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
  - (6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
- 35
- (1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
  - (2) The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
  - (3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.

36 If the number of directors is less than the number fixed as the quorum, the continuing directors or

director may act only for the purpose of filling vacancies or of calling a general meeting.

- 37
- (1) The vice-president shall chair the meetings of the directors.
  - (2) If the vice-president is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.
  - (3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
- 38
- (1) A resolution in writing or in electronic form agreed by a simple majority of all the directors entitled to receive notice of a meeting of directors or of a committee of directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors or (as the case may be) a committee of directors duly convened and held provided that:
    - (a) a copy of the resolution is sent or submitted to all the directors eligible to vote, and
    - (b) a simple majority of directors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of 28 days beginning with the circulation date.
  - (2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

#### Delegation

- 39
- (1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
  - (2) The directors may impose conditions when delegating, including the conditions that:
    - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
    - (b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.
  - (3) The directors may revoke or alter a delegation.
  - (4) All acts and proceedings of any committees must be fully and promptly reported to the directors.

#### Officers

- 39A
- (1) The president shall be elected and shall serve one year as president-elect and then two years (non-renewable) as president unless he/she/they resigns or the directors resolve to remove him/her as president. The President will normally chair the Annual General Meeting of the Charity.
  - (2) The Vice-President, the Secretary and the Treasurer shall be elected to hold office for three years. At the end of their term they may stand for re-election for one additional term.
  - (3) If any officer (other than the president) ceases to be a director or officer prior to the expiry of such three year term, the directors may appoint another Elected Director to serve the remaining part of such three year term.
  - (4) The secretary (if any) shall be charged with the day to day running of the charity and the

administration of its affairs in consultation with the other officers. The secretary shall be the line manager for the charity's administrator. In the event of the secretary's being in a different institution from the location of the charity's administrative office, the secretary shall be empowered to delegate his/her authority on a day-to-day basis to a director who is in the institution where the administrative office is located.

- (5) The treasurer (if any) shall be charged with the day-to-day financial administration of the charity. He/she shall submit an annual budget for the year following for approval of the directors at its November meeting (or at such other time as the directors and the treasurer shall agree). Any additional financial items shall be approved on an individual basis by the directors.

#### Declaration of directors' interests (refer to Article 7(4)A)

- 40 A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest)

#### Conflicts of interests (refer to Conflict of Interests Policy)

- 41 (1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
- (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
  - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
  - (c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.
- (1) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

#### Validity of directors' decisions

- 42 (1) Subject to article 42(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
- (a) who was disqualified from holding office;
  - (b) who had previously retired or who had been obliged by the constitution to vacate office;
  - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if without:

- (d) the vote of that director; and
- (e) that director being counted in the quorum;

- (f) the decision has been made by a majority of the directors at a quorate meeting.
- (2) Article 42 does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 42(1), the resolution would have been void, or if the director has not complied with article 40.

#### Seal

- 43 If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the executive director (if any) or by a second director.

#### Minutes

- 44 The directors must keep minutes of all
- (1) appointments of officers made by the directors;
  - (2) proceedings at meetings of the charity;
  - (3) meetings of the directors and committees of directors including:
    - (a) the names of the directors present at the meeting;
    - (b) the decisions made at the meetings, and
    - (c) where appropriate the reasons for the decisions.

#### Accounts

- 45 (1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice. The accounts shall be published and submitted for approval to the annual general meeting which next follows their publication.
- (2) The directors must keep accounting records as required by the Companies Acts.

#### Annual Report and Return and Register of Charities

- 46 (1) The directors must comply with the requirements of the Charities Act with regard to the:
- (a) transmission of the statements of account to the charity;
  - (b) preparation of an Annual Report and its transmission to the Commission,
  - (c) preparation of an Annual Return and its transmission to the Commission.
- (2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

#### Means of communication to be used

- 47 (1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- (2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 48 Any notice to be given to or by any person pursuant to the articles:
- (1) must be in writing; or
- (2) must be given in electronic form.
- 49 (1) The charity may give any notice to a member either:
- (a) personally, or
- (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- (c) by leaving it at the address of the member; or
- (d) by giving it in electronic form to the member's address.
- (2) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.
- 50 A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 51 (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (2) Proof that an electronic form of notice was given shall be conclusive where the charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- (3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
- (a) 48 hours after the envelope containing it was posted; or
- (b) in the case of an electronic form of communication, 48 hours after it was sent.

#### Indemnity

- 52 (1) The charity may indemnify a relevant director against any liability incurred by him or her or it in that capacity, to the extent permitted by the Companies Act and other relevant legislation.
- (2) In this article a "relevant director" means any director or former director of the charity.

#### Rules

- 53 (1) Subject to the approval of the members under article 53(3), the directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or

expedient for the proper conduct and management of the charity.

- (2) The bye laws may regulate the following matters but are not restricted to them
  - (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
  - (b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
  - (c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
  - (d) the procedures for the appointment and retirement of directors;
  - (e) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
  - (f) generally, all such matters as are commonly the subject matter of company rules.
- (3) The bye laws may be made or altered by a resolution passed by not less than two thirds of the directors and then by two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (4) No amendments may be made to the bye laws which would have the effect of making the charity cease to be a charity at law.
- (5) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
- (6) The rules or bye laws shall be binding on all directors and members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

#### Dissolution

- 54 (1) If the directors by a two thirds' majority decide that it is necessary or advisable to dissolve the charity, they shall give at least thirty days' notice to all classes of members of their intention to make this recommendation at a special general meeting for this purpose alone. If such recommendation is confirmed as a special resolution by at least three quarters of those present and voting at such general meeting, the directors shall be authorised to dispose of the assets of the charity. Any asset remaining after the satisfaction of any proper debts and liabilities of the charity shall be applied towards such charitable purposes for the promotion of the Objects as the directors may decide and as may be approved by the Commission.
- (2) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 54(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission