

**COMPANY NUMBER: 00601847**

**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION OF**

**BRUNELCARE**

**ADOPTED BY SPECIAL RESOLUTION ON**

**2020**

**THE COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**  
**ARTICLES OF ASSOCIATION**  
**OF**  
**BRUNELCARE (COMPANY NUMBER 00601847)**

**1 NAME**

- 1.1 The name of the company is Brunelcare and in these Articles is known as “the Charity”.
- 1.2 The registered office of the Charity is in England.

**2 INTERPRETATION**

- 2.1 In these articles:

**Address** means a postal address or, for the purposes of electronic communication, a fax number, email or postal address or a telephone number for receiving text messages in each case registered with the Charity;

**Articles** means the Charity’s articles of association;

**Board** means the Board of Directors of the Charity;

**Board Meeting** means a meeting of the Board of Directors;

**Chair** means the Chair of the Board appointed in accordance with article 25.11;

**Charities Act** means the Charities Act 2011;

**the Charity** means the company intended to be regulated by these articles;

**Clear Days** means in relation to the period of a notice means a period excluding:

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

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

**Companies Act** means the Companies Act 2006;

**Connected Person** means any person falling within the following categories:

- (a) any spouse or civil partner of a Director or Member;
- (b) any parent, child, brother, sister, grandparent or grandchild of a Director or Member who is financially dependent on such Director or Member or on whom the Director or Member is financially dependent;
- (c) the spouse or civil partner of any person in (b);
- (d) any other person in a relationship with the Director or Member which may reasonably be regarded as equivalent to that of a spouse or civil partner; or

- (e) any company, LLP or partnership of which a Director or Member is a paid director, member, partner or employee or a holder of more than 1% of the share capital or capital;

**Directors** means the directors of the Charity. The directors of the Charity are its only members and charity trustees as defined by section 177 of the Charities Act;

**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;

**Member** means a member of the Charity, for the purposes of and as defined by the Companies Act;

**the Memorandum** means the Charity's memorandum of association;

**Objects** means the objects of the Charity specified in article 5;

**Officers** includes the Directors and the company secretary;

**Regulator** means the Regulator of Social Housing established pursuant to the Housing and Regeneration Act 2008 or any future body or authority (including any statutory successor) carrying on similar regulatory or supervisory functions);

**the Seal** means the common seal of the Charity;

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

**Social Housing** shall bear the meaning given to it in sections 68-70 of the Housing and Regeneration Act 2008;

**Standing Orders** means the regulations and various documents put in place by the Board in accordance with article 34 to regulate amongst other matters, the proceedings of the Board, Committees established by the Board, financial matters and levels of delegation within the Charity;

**Written** or "**in Writing**" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied, without limitation by, Hard Copy, Electronic Means or otherwise;

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

**Year** means calendar year.

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

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

2.3 Apart from the exception mentioned in article 2.2 above, reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

### **3 CORPORATE STATUS**

3.1 The Charity is not a subsidiary of another organisation and shall not become a subsidiary of another organisation without first amending these Articles to state the name of the parent entity.

### **4 LIABILITY OF MEMBERS**

- 4.1 The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the Charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
- 4.1.1 payment of the Charity's debts and liabilities incurred before he, she or it ceases to be a member;
  - 4.1.2 payment of the costs, charges and expenses of winding up; and
  - 4.1.3 adjustment of the rights of contributories among themselves.

## **5 OBJECTS**

- 5.1 The Charity's objects ('Objects') are specifically restricted to the following:
- 5.1.1 the business of providing and managing housing and care, including Social Housing and providing assistance to help house people and associated facilities, amenities and services for people of lesser means or for the care of aged, disabled (whether physically or mentally) or chronically sick people; and
  - 5.1.2 any other charitable object that can be carried out from time to time by a charity or provider of care registered with the Care Quality Commission and provider of social housing registered with the Regulator.

## **6 POWERS**

- 6.1 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 the power:
- 6.1.1 to raise funds. In doing so, the Charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
  - 6.1.2 to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use; and
  - 6.1.3 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 117 and 122 of the Charities Act;
  - 6.1.4 to borrow money or issue bonds, or any other debt instrument or enter into any transaction having the effect of borrowing 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 124 - 126 of the Charities Act if it wishes to mortgage land;
  - 6.1.5 to cooperate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
  - 6.1.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
  - 6.1.7 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
  - 6.1.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

- 6.1.9 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 8 and provided it complies with the conditions in that article;
- 6.1.10 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;
- 6.1.11 to provide indemnity insurance for the Directors in accordance with, and subject to the conditions in section 189 of the Charities Act;
- 6.1.12 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;
- 6.1.13 to appoint persons who are employees of the Charity as Directors of the Charity providing the majority of Directors of the Charity are not employees of the Charity;
- 6.1.14 to construct or carry out works to buildings;
- 6.1.15 to co-operate with and to enter into joint ventures, collaborations, and partnerships with any government department or agency, local or public authority, or any other body or association;
- 6.1.16 to publish, advertise or distribute information in any form;
- 6.1.17 to insure the property of the charity against any foreseeable risk and take out other insurance policies to protect the charity when required;
- 6.1.18 to invite and receive any property, endowment, legacy, bequest or gift and to act as trustees or managers thereof; and
- 6.1.19 to do all things within the law that are necessary to promote or to help promote its Objects.

## **7 APPLICATION OF INCOME AND PROPERTY**

- 7.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 7.2 Nothing in these Articles shall prevent a disposal by the Charity of a property whether by way of a lease, tenancy, licence or otherwise to any person in good faith and in pursuance of the Charity's objects, even though such a person may be a Member or Director if:
  - 7.2.1 such a disposal is in accordance with any regulations issued by the Charity Commission and; and the Regulator; and
  - 7.2.2 nothing shall prevent the Charity from managing a property in accordance with its objects even though the tenant, lessee or licensee of such property may be a Member or Director.
- 7.3 A Director of the Charity may receive proper and reasonable remuneration as may be permitted by law and which is in accordance with any guidance on board member remuneration published by the Regulator from time to time, as long as any increases do not exceed inflation, and after receiving advice from an independent remuneration committee of external advisors.

- 7.4 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.
- 7.5 A Director may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in section 189 of the Charities Act.
- 7.6 A Director may receive an indemnity from the Charity in the circumstances specified in article 33.
- 7.7 A Director may receive a payment to any company in which they have no more than a one percent shareholding.
- 7.8 A Director may not receive any other benefit or payment unless it is authorised by article 8.
- 7.9 Subject to article 8, 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 benefit from the Charity in the capacity of a beneficiary of the Charity.

## **8 BENEFITS AND PAYMENTS TO CHARITY DIRECTORS AND CONNECTED PERSON**

### **8.1 General provisions**

8.1.1 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) receive any other financial benefit from the Charity;

unless the payment is permitted by clause 8.2.1 of this article, or authorised by the court, or the prior written consent of the Charity Commission has been obtained and the payment is not in breach of and would not be inconsistent with any standard or code published by the Regulator or section 122 of the Housing and Regeneration Act 2008,

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

### **8.2 Scope and powers permitting directors' or connected persons' benefits**

8.2.1 A Director or connected person may receive a benefit from the Charity in the capacity of a beneficiary, provided that a majority of the Directors do not benefit in this way.

8.2.2 A Director or connected person may receive interest on money lent to the Charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

8.2.3 A Director or connected person may receive rent for premises let by the Director or connected person to the Charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The Director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

8.2.4 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.

8.3 In clause 8.2:

8.3.1 'charity' includes any company in which the Charity:

- (a) holds more than 50% of the shares; or

- (b) controls more than 50% of the voting rights attached to the shares; or
- (c) has the right to appoint one or more Directors to the board of the company.

8.3.2 'connected person' includes any person within the definition in Article 2.1.

## **9 DECLARATION OF DIRECTORS' INTERESTS**

A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. A Director must absent himself or herself from any discussions of the 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). Such disclosure must comply with any code of conduct and /or governance adopted by the Board from time to time.

## **10 CONFLICTS OF INTERESTS AND CONFLICTS OF LOYALTIES**

10.1 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:

10.1.1 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;

10.1.2 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

10.1.3 the unconflicted directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

10.2 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 a connected person.

## **11 MEMBERSHIP**

11.1 The Members of the Charity shall be its Directors for the time being. The only persons eligible to be members of the Charity are its Directors.

11.2 The Chair of the Board shall also be the Chair of the Members.

11.3 Any member who ceases to be a Director shall automatically cease to be a member of the Charity.

11.4 Membership is not transferable.

11.5 The Charity must keep a register of names and addresses of the members.

## **12 CLASSES OF MEMBERSHIP (INFORMAL OR ASSOCIATE (NON-VOTING) MEMBERSHIP)**

12.1 The Directors may create a class of non-voting membership with different rights, obligations, conditions for admission to, and termination of membership, and shall record the rights and obligations in the register of members.

12.2 The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.

12.3 The rights attached to a class of membership may only be varied if:

- 12.3.1 three-quarters of the members of that class consent in writing to the variation; or
  - 12.3.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 12.4 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.
- 12.5 Other references in these Articles of Association to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Act.

### **13 GENERAL MEETINGS**

- 13.1 Annual general meeting
- 13.1.1 The Board of Directors may decide to hold an annual general meeting as and when the need for such a meeting is identified.
  - 13.1.2 The Directors may designate any of their meetings as a general meeting of the members of the Charity. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the Charity.

### **14 NOTICE OF GENERAL MEETINGS**

- 14.1 The minimum periods of notice required to hold a general meeting of the Charity are:
- 14.1.1 twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
  - 14.1.2 seven clear days for all other general meetings.
- 14.2 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.
- 14.3 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 and Article 16.
- 14.4 The notice must be given to all the members and to the Directors and auditors.
- 14.5 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.

### **15 PROCEEDINGS AT GENERAL MEETINGS**

- 15.1 No business shall be transacted at any general meeting unless a quorum is present.
- 15.2 A quorum is:
- 15.2.1 3 members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
  - 15.2.2 one third of the total membership at the time whichever is the greater.
- 15.3 The authorised representative of a member organisation shall be counted in the quorum.



- 15.4 If:
- 15.4.1 a quorum is not present within half an hour from the time appointed for the meeting; or
  - 15.4.2 during a meeting a quorum ceases to be present;
  - 15.4.3 the meeting shall be adjourned to such time and place as the Directors shall determine.
- 15.5 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.
- 15.6 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.
- 15.7 General meetings shall be chaired by the Chair of the Board.
- 15.8 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.
- 15.9 If there is only one director present and willing to act, he or she shall chair the meeting.
- 15.10 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.
- 15.11 The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 15.12 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.
- 15.13 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.
- 15.14 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.
- 15.15 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:
- 15.15.1 by the person chairing the meeting; or
  - 15.15.2 by at least two members present in person or by proxy and having the right to vote at the meeting; or
  - 15.15.3 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.
- 15.16 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
- 15.17 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.
- 15.18 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.

- 15.19 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.
- 15.20 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.
- 15.21 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 15.22 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 15.23 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.
- 15.24 The poll must be taken within thirty days after it has been demanded.
- 15.25 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.
- 15.26 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

## **16 CONTENT OF PROXY NOTICES**

- 16.1 Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which:
- 16.1.1 states the name and address of the member appointing the proxy;
  - 16.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - 16.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
  - 16.1.4 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.
- 16.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 16.3 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.
- 16.4 Unless a proxy notice indicates otherwise, it must be treated as:
- 16.4.1 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
  - 16.4.2 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.

## **17 DELIVERY OF PROXY NOTICES**

- 17.1 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.
- 17.2 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.

- 17.3 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.
- 17.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.
- 17.5 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:
- 17.5.1 a copy of the proposed resolution has been sent to every eligible member;
  - 17.5.2 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
  - 17.5.3 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.
- 17.6 A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- 17.7 In the case of a member that is an organisation, its authorised representative may signify its agreement.

## **18 VOTES OF MEMBERS**

- 18.1 Subject to article 12, every member, whether an individual or an organisation, shall have one vote.
- 18.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 18.3 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- 18.4 The organisation must give written notice to the Charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
- 18.5 Any notice given to the Charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the representative has been properly appointed by the organisation.

## **19 DIRECTORS**

- 19.1 A Director must be aged 16 years or older.
- 19.2 No one may be appointed a Director if he or she would be disqualified from acting under the provisions of article 23.
- 19.3 Every Director shall sign a written consent to become a Director and a Member.
- 19.4 The minimum number of Directors shall be 5 but (unless otherwise determined by ordinary resolution) with a maximum of 12 or as set out separately in a code of governance<sup>1</sup>.

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19.5 The first Directors shall be those persons notified to Companies House as the first Directors of the Charity.

19.6 A Director may not appoint an alternate Director or anyone to act on his or her behalf at meetings of the Directors.

## **20 DUTIES OF THE DIRECTORS**

20.1 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 Act, the articles or any special resolution.

20.2 No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.

20.3 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.

## **21 APPOINTMENT OF DIRECTORS**

21.1 Directors may be appointed by the Board in accordance with a policy relating to the recruitment and selection of Directors adopted by the Board from time to time and having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

21.2 Directors will be appointed for a term of three years. Directors shall cease to hold office at the end of the fixed term, but shall be eligible for re-election for two further consecutive periods of three years.

21.3 No Director may serve beyond nine consecutive years in office, save where the Board agree that circumstances exist where it would be in the best interests of the Charity for a Director to serve for a longer period.

21.4 The appointment of a Director must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.

## **22 INFORMATION FOR NEW DIRECTORS**

22.1 The Directors will make available to each new Director, on or before his or her first appointment:

22.1.1 a copy of the current version of these Articles; and

22.1.2 a copy of the Charity's latest Annual Report and statement of accounts.

## **23 DISQUALIFICATION, RETIREMENT AND REMOVAL OF DIRECTORS**

23.1 Director shall cease to hold office if he or she:

(a) ceases to be a Director by virtue of any provision in the Companies Act or is prohibited by law from being a director;

(b) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act (or any statutory re-enactment or modification of those provisions);

(c) is disqualified from acting as a board member of a registered society;

(d) ceases to be a member of the Charity;

(e) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

- (f) retires or 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);
  - (g) is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated;
  - (h) dies;
  - (i) if they are a Tenant of the Charity and are in material or serious breach of their tenancy agreement or lease or are subject to a possession or court order;
  - (j) if they are an employee of the Charity and their contract of employment is terminated or ends;
  - (k) becomes bankrupt, has an interim order made against him or her, make any agreement or compounds with his or her creditors generally, or applies to the court for an interim order in respect of a voluntary arrangement; or
  - (l) is convicted of an offence and the Directors resolve that it is undesirable in the interests of the Charity that he or she remain a Director or trustee of the Charity.
- 23.1.2 A director may be removed by a resolution of the Board on the grounds that the individuals continued involvement is not in the interests of the Charity, and only after the individual concerned has been given at least 14 clear days' notice in writing of the proposed resolution, specifying the circumstances alleged to justify removal from office and has been given a reasonable opportunity of making written representations to the other directors.
- 23.1.3 Director who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

## **24 REMUNERATION OF DIRECTORS**

- 24.1 The Directors must not be paid any remuneration unless it is authorised by Article 8.

## **25 PROCEEDINGS OF DIRECTORS**

- 25.1 The Directors may regulate their proceedings as they think fit, subject to the provisions of the articles and will set these regulations out in Standing Orders.
- 25.2 Any Director may call a meeting of the Directors.
- 25.3 The secretary must call a meeting of the Directors if requested to do so by a Director.
- 25.4 Questions arising at any meeting shall be decided by a majority of votes
- 25.5 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 25.6 A meeting may be held by suitable electronic means agreed by the Directors in which each participant may communicate with all the other participants. Such means will be set out in Standing Orders.
- 25.7 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.

- 25.8 The quorum shall be three 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.
- 25.9 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.
- 25.10 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.
- 25.11 The Directors shall appoint a Director to chair their meetings and may at any time revoke such appointment.
- 25.12 If no-one has been appointed to chair meetings of the Directors or if the person appointed is unwilling to preside or 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.
- 25.13 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.
- 25.14 A resolution in writing or in electronic form agreed by all of the Directors entitled to receive notice of a meeting of the 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 duly convened and held.
- 25.15 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.

## **26 DELEGATION**

- 26.1 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 set out in terms of reference approved by the Board and included as a Schedule to its Standing Orders.
- 26.2 The Directors may impose conditions when delegating, including the conditions that:
- 26.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate; and
  - 26.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.
- 26.3 The Directors may revoke or alter a delegation.
- 26.4 All acts and proceedings of any committees must be fully and promptly reported to the Directors.

## **27 VALIDITY OF DIRECTORS' DECISIONS**

- 27.1 Subject to article 27.2, 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:
- 27.1.1 who was disqualified from holding office;
  - 27.1.2 who had previously retired or who had been obliged by the constitution to vacate office;
  - 27.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise; if without:
  - 27.1.4 the vote of that Director; and

27.1.5 that Director being counted in the quorum; the decision has been made by a majority of the Directors at a quorate meeting.

27.2 Article 27.1 does not permit a Director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for article 27.1, the resolution would have been void, or if the Director has not complied with article 9.

## **28 SEAL**

28.1 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 secretary, or by a second Director.

## **29 MINUTES**

29.1 The Directors must keep minutes of all:

- (a) appointments of officers made by the directors;
- (b) proceedings at meetings of the Charity;
- (c) meetings of the Directors and committees of Directors including:
- (d) the names of the Directors present at the meeting;
- (e) the decisions made at the meetings; and
- (f) where appropriate the reasons for the decisions.

## **30 ACCOUNTS**

30.1 The Directors must prepare for each financial year accounts as required by the Companies Act. 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.

30.2 The Directors must keep accounting records as required by the Companies Act.

## **31 ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES**

31.1 The Directors must comply with the requirements of the Charities Act with regard to the:

- 31.1.1 transmission of a copy of the statements of account to the Commission;
- 31.1.2 preparation of an Annual Report and the transmission of a copy of it to the Commission; and
- 31.1.3 preparation of an Annual Return and its transmission to the Commission.

31.2 The Directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

31.3 The Charity shall also provide a copy of its accounts to the Regulator in accordance with section 128(1) of the Housing and Regeneration Act 2008.

## **32 MEANS OF COMMUNICATION TO BE USED**

- 32.1 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 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.
- 32.2 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.
- 32.3 Any notice to be given to or by any person pursuant to the articles:
- 32.3.1 must be in writing; or
  - 32.3.2 must be given in electronic form.
- 32.4 The Charity may give any notice to a member either:
- 32.4.1 personally;
  - 32.4.2 by sending it by post in a prepaid envelope addressed to the member at his or her address;
  - 32.4.3 by leaving it at the address of the member;
  - 32.4.4 by giving it in electronic form to the member's address; or
  - 32.4.5 by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.
- 32.5 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.
- 32.6 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.
- 32.7 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 32.8 Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act.
- 32.9 In accordance with section 1147 of the Companies Act notice shall be deemed to be given:
- 32.9.1 48 hours after the envelope containing it was posted; or
  - 32.9.2 in the case of an electronic form of communication, 48 hours after it was sent.

### **33 INDEMNITY**

- 33.1 The Charity shall indemnify a relevant Director against any liability incurred in successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the Charity.
- 33.2 In this article a 'relevant Director' means any Director or former Director of the Charity.

### **34 RULES**



- 34.1 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.
- 34.2 The bye laws may regulate the following matters but are not restricted to them:
- 34.2.1 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;
  - 34.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
  - 34.2.3 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;
  - 34.2.4 the procedure at general meetings and meetings of the Directors in so far as such procedure is not regulated by the Companies Act or by the articles;
  - 34.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 34.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 34.4 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.
- 34.5 The rules or bye laws shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

## **35 DISPUTES**

- 35.1 If a dispute arises between members of the Charity about the validity or propriety of anything done by the members of the Charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **36 DISSOLUTION**

- 36.1 If, on winding up or dissolution of the Charity, 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, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Charity, and which shall prohibit the distribution of its or their income or property among its or their members to an extent as least as great as that imposed on the Charity under or by virtue of Article 4. The decision as to which institution or institutions shall receive the property or assets is to be made by the Members at or before the time of, the dissolution **PROVIDED THAT** such disposal shall be governed by section 167 of the Housing and Regeneration Act 2008 (as re-enacted or amended from time to time).