

The Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

Articles of Association

of

The Society of Architectural Historians of Great

Britain Company No: 810735

Charity No: 236432

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Articles of Association of The Society of Architectural Historians of Great Britain

INTERPRETATION

1. Defined terms

The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

OBJECTS AND POWERS

2. Objects

The object of the Charity is to further the study and advance the knowledge of the history and development of architecture in Great Britain and elsewhere.

3. Powers

3.1 To further its objects the Charity may:

3.1.1 provide and assist in the provision of money, materials or other help;

3.1.2 organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;

3.1.3 publish and distribute books, pamphlets, reports, leaflets, journals, films, recordings and instructional matter on any medium;

3.1.4 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;

3.1.5 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations that relate specifically to the study and advancement of architectural history as a general subject, provided that all such activities shall be confined to those which an English and Welsh charity may properly undertake;

3.1.6 enter into contracts to provide services to or on behalf of other bodies;

3.1.7 following consultation with and only once it has the approval of Members, acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities;

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3.1.8 following consultation with and only once it has the approval of Members, dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit (in exercising this power the Charity must comply as appropriate with the Charities Act 2011);

3.1.9 following consultation with and only once it has the approval of Members, borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds, including charging property as security for the repayment of money borrowed or as security for a grant or the discharge of an obligation (the Charity must comply as appropriate with the Charities Act 2011 if it wishes to mortgage land);

3.1.10 set aside funds for special purposes or as reserves against future expenditure;

- 3.1.11 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
- 3.1.12 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees and pay any reasonable fee required;
- 3.1.13 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 3.1.14 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 3.1.15 accept (or disclaim) gifts of money and any other property;
- 3.1.16 raise funds by way of subscription, donation or otherwise;
- 3.1.17 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 3.1.18 incorporate and acquire subsidiary companies to carry on any trade in connection with the Objects of the Charity;
- 3.1.19 subject to Article 4 (Non-profit distribution):
- (a) engage and pay employees, consultants and professional or other advisers; and
 - (b) make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants;
- 3.1.20 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 3.1.21 become a Member, associate member or act as Trustee or appoint Trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 3.1.22 undertake and execute charitable trusts;
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- 3.1.23 impose restrictions, which may be revocable or irrevocable, on the use of any property of the Charity, including (without limitation) by creating permanent endowment;
- 3.1.24 amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of any body;
- 3.1.25 co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them;
- 3.1.26 pay out of the funds of the Charity the costs of forming and registering the Charity;

3.1.27 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;

3.1.28 provide indemnity insurance for the Trustees or any other officer of the Charity in accordance with, and subject to the conditions in, Section 189 of the Charities Act 2011 (provided that in the case of an officer who is not a Trustee, the second and third references to "charity trustees" in the said Section 189(1) shall be treated as references to officers of the Charity); and

3.1.29 do all such other lawful things as may further the Charity's objects.

LIMITATION ON PRIVATE BENEFITS

4. Non-profit distribution

4.1 The Charity is not established or conducted for private gain. Subject to Article 4.2 below:

4.1.1 any profits, income and property of the Charity shall be applied solely towards furthering the objects of the Charity; and

4.1.2 no part of the profits, income and property of the Charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Member of the Charity.

Permitted benefits to members

4.2 No part of the income and 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 shall not prevent any payment in good faith by the Charity of:

4.2.1 any payments made to any Member in their capacity as a beneficiary of the Charity;

4.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Charity (including services performed by the Member under a contract of employment with the Charity), provided that if such member is a Trustee Articles 4.3, 4.4 and 4.5 shall apply;

4.2.3 interest at a reasonable and proper rate on money lent by any Member to the Charity;

4.2.4 any reasonable and proper rent for premises let by any Member to the Charity; and

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4.2.5 any payments to a Member who is also a Trustee which are permitted under Articles 4.3, 4.4 or 4.5.

Permitted benefits to Trustees and Connected persons

4.3 No Trustee may:

4.3.1 sell goods, services or any interest in land to the Charity;

4.3.2 be employed by, or receive any remuneration from, the Charity; or

4.3.3 receive any other financial benefit from the Charity;

unless the payment is permitted by Articles 4.4 or 4.5 or authorised by the court or the Charity Commission. In this Article 4 a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

4.4 A Trustee may receive the following benefits from the Charity:

4.4.1 a Trustee or person Connected to a Trustee may receive a benefit from the Charity in their capacity as a beneficiary of the Charity;

4.4.2 a Trustee or person Connected to a Trustee may be reimbursed by the Charity for, or may pay out of the Charity’s property, reasonable expenses properly incurred by them when acting on behalf of the Charity;

4.4.3 a Trustee or person Connected to a Trustee may be paid reasonable and proper remuneration by the Charity for any goods or services supplied to the Charity on the instructions of the Trustees (excluding, in the case of a Trustee, the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that this provision and Article 4.5.3 may not apply to more than half of the Trustees in any financial year (and for these purposes this provision shall be treated as applying to a Trustee if it applies to a person who is a person Connected to that Trustee);

4.4.4 a Trustee or person Connected to a Trustee may receive interest at a reasonable and proper rate on money lent to the Charity;

4.4.5 a Trustee or person Connected to a Trustee may receive reasonable and proper rent for premises let to the Charity;

4.4.6 the Charity may pay reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 3.1.28; and

4.4.7 a Trustee or other officer of the Charity may receive payment under an indemnity from the Charity in accordance with the indemnity provisions set out at Article 6;

provided that where benefits are conferred under Article 4.4, Article 22 (Conflicts of Interest) must be complied with by the relevant Trustee in relation to any decisions regarding the benefit.

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Subsidiary Companies

4.5 A Trustee may receive the following benefits from any Subsidiary Company:

4.5.1 a Trustee or a person Connected to a Trustee may receive a benefit from any Subsidiary Company in their capacity as a beneficiary of the Charity or of any Subsidiary Company;

4.5.2 a Trustee or a person Connected to a Trustee may be reimbursed by any Subsidiary Company for, or may pay out of any Subsidiary Company’s property, reasonable expenses

properly incurred by them when acting on behalf of any Subsidiary Company;

4.5.3 a Trustee or a person Connected to a Trustee may be paid reasonable and proper remuneration by any Subsidiary Company for any goods or services supplied to any Subsidiary Company, with the prior approval of the Trustees, (excluding, in the case of a Trustee, services performed under a contract of employment with any Subsidiary Company) provided that this provision and Article 4.4.3 may not apply to more than half of the Trustees in any financial year (and for these purposes this provision shall be treated as applying to a Trustee if it applies to a person Connected to that Trustee);

4.5.4 a Trustee or a person Connected to a Trustee may, with the prior approval of the Trustees, receive interest at a reasonable and proper rate on money lent to any Subsidiary Company;

4.5.5 a Trustee or a person Connected to a Trustee may, with the prior approval of the Trustees, receive reasonable and proper rent for premises let to any Subsidiary Company;

4.5.6 any Subsidiary Company may pay reasonable and proper premiums in respect of indemnity insurance for its directors and officers; and

4.5.7 a Trustee or a person Connected to a Trustee may receive payment under an indemnity from any Subsidiary Company in accordance with the constitution of the relevant Subsidiary Company;

provided that the affected Trustee may not take part in any decision of the Trustees to approve a specific benefit to that Trustee or a person Connected to them under Articles 4.5.3, 4.5.4 or 4.5.5.

LIMITATION OF LIABILITY AND INDEMNITY

5. Liability of members

5.1 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Charity in the event of its being wound up while they are a Member or within one year after they cease to be a Member, for:

5.1.1 payment of the Charity's debts and liabilities contracted before they cease to be a Member;

5.1.2 payment of the costs, charges and expenses of winding up; and

5.1.3 adjustment of the rights of the contributories among themselves.

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6. Indemnity

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity but only to the extent permitted by the Companies Acts; and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity, but only to the extent permitted

by the Companies Acts.

TRUSTEES

- TRUSTEES' POWERS AND RESPONSIBILITIES

7. Trustees' general authority

Subject to the Articles, the Trustees are responsible for the management of the Charity's business, for which purpose they may exercise all the powers of the Charity.

8. Members' reserve power

8.1 The Members may, by special resolution, direct the Trustees to take, or refrain from taking, specified action.

8.2 No such special resolution invalidates anything which the Trustees have done before the passing of the resolution.

9. Chair

The Chair shall be elected by the Members at an annual general meeting in accordance with such rules as the Trustees may determine from time to time in accordance with Article 14.

10. Trustees may delegate

10.1 Subject to the Articles, the Trustees may delegate any of their powers or functions to any committee.

10.2 Subject to the Articles, the Trustees may delegate the implementation of their decisions or day to day management of the affairs of the Charity to any person or committee.

10.3 Any delegation by the Trustees may be:

10.3.1 by such means;

10.3.2 to such an extent;

10.3.3 in relation to such matters or territories; and

10.3.4 on such terms and conditions;

as they think fit.

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10.4 The Trustees may authorise further delegation of the relevant powers, functions, implementation of decisions or day to day management by any person or committee to whom they are delegated.

10.5 The Trustees may revoke any delegation in whole or part, or alter its terms and conditions.

10.6 The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.

11. Committees

11.1 In the case of delegation to committees:

11.1.1 the resolution making the delegation must specify those who shall serve or be asked to serve on the committee (although the resolution may allow the committee to make co-options up to a specified number);

11.1.2 the composition of any committee shall be entirely in the discretion of the Trustees and may include such of their number (if any) as the resolution may specify;

11.1.3 the deliberations of any committee must be reported regularly to the Trustees and any resolution passed or decision taken by any committee must be reported promptly to the Trustees and every committee must appoint a secretary for that purpose;

11.1.4 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any committee as they may from time to time think fit; and

11.1.5 no committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.

11.2 The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as they apply and are not superseded by any regulations made by the Trustees.

12. Delegation of day-to-day management powers

12.1 As the Trustees perform a non-executive function, the Trustees shall delegate the day-to-day management of the Charity to a *de facto* chief executive (traditionally referred to as the 'Honorary Secretary' of the Charity) or other manager or managers, and:

12.1.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and (if applicable) to advise the Trustees in relation to such policy, strategy and budget;

12.1.2 the Trustees shall provide any manager with a description of that manager's role and the extent of that manager's authority; and

12.1.3 any manager must report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts which are sufficient to explain the financial position of the Charity.

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12.2 Appointment of the chief executive (and other managers) in accordance with Article 12.1 shall be at the discretion of the Trustees.

13. Delegation of investment management

13.1 The Trustees may delegate the management of investments to a Financial Expert or Financial Experts provided that:

13.1.1 the investment policy is set down in Writing for the Financial Expert or Financial Experts by the Trustees;

13.1.2 timely reports of all transactions are provided to the Trustees;

13.1.3 the performance of the investments is reviewed regularly with the Trustees;

13.1.4 the Trustees are entitled to cancel the delegation arrangement at any time;

13.1.5 the investment policy and the delegation arrangements are reviewed regularly;

13.1.6 all payments due to the Financial Expert or Financial Experts are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and

13.1.7 the Financial Expert or Financial Experts must not do anything outside the powers of the Trustees.

14. Rules

14.1 The Trustees may from time to time make, repeal or alter such rules (including an operating manual) as they think fit as to the management of the Charity and its affairs. The rules shall be binding on all Members of the Charity. No rule shall be inconsistent with the Companies Acts, the Articles or any rule of law.

14.2 Trustees shall ensure that any decisions they make which pertain to any rules created in accordance with this Article 14 are reflected in those rules.

14.3 The rules may regulate the following matters but are not restricted to them: 14.3.1 the

duties of any officers or employees of the Charity (including any codes of conduct);

14.3.2 the admission of Members of the Charity and the benefits conferred on such Members, and any subscriptions, fees or payments to be made by Members;

14.3.3 the conduct of Members of the Charity in relation to one another, and to the Charity's employees and volunteers;

14.3.4 the conduct of business of the Trustees or any committee (including, without limitation, how the Trustees make decisions and how such rules are to be recorded or communicated to Trustees);

14.3.5 the procedure at general meetings;

14.3.6 arrangements for Remote Attendance at general meetings, including any relevant restrictions or limitations;

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14.3.7 any of the matters or things within the powers or under the control of the Trustees; and

14.3.8 generally, all such matters as are commonly the subject matter of company rules. 14.4

The Charity in general meeting has the power to alter, add to or repeal the rules. -

DECISION-MAKING BY TRUSTEES

15. Trustees to take decisions collectively

Any decision of the Trustees must be either:

15.1 by decision of a majority of the Trustees present and voting at a quorate Trustees' meeting (subject to Article 20); or

15.2 a majority decision taken in accordance with Article 21.

16. Calling a Trustees' meeting

16.1 Any Trustee may (and the Honorary Secretary, if any, must at the request of any Trustee) call a Trustees' meeting.

16.2 A Trustees' meeting must be called by at least seven Clear Days' notice unless either:

16.2.1 all the Trustees agree; or

16.2.2 urgent circumstances require shorter notice.

16.3 In deciding on the date and time of any Trustees' meeting, the Trustee calling or requesting the Honorary Secretary to call the meeting must try to ensure, subject to the urgency of any matter to be discussed at the meeting, that as many Trustees as practicable are likely to be available to participate.

16.4 Notice of Trustees' meetings must be given to each Trustee.

16.5 Every notice calling a Trustees' meeting must specify:

16.5.1 the day and time of the meeting;

16.5.2 the place where all the Trustees may physically attend the meeting (if any);

16.5.3 the general nature of the business to be considered at the meeting; and

16.5.4 if it is anticipated that Trustees participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

16.6 Notice of Trustees' meetings need not be in Writing.

16.7 Article 55 shall apply, and notice of Trustees' meetings may be sent by Electronic Means to an Address provided by the Trustee for the purpose.

17. Participation in Trustees' meetings

17.1 Subject to the Articles, Trustees participate in a Trustees' meeting, or part of a Trustees' meeting, when:

17.1.1 the meeting has been called and takes place in accordance with the Articles; and

17.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting (for example via telephone or video conferencing, electronic facilities and/or electronic platforms).

17.2 In determining whether Trustees are participating in a Trustees' meeting, it is irrelevant where any Trustee is or how they communicate with each other. For the avoidance of doubt, a Trustee participating in a meeting via telephone or other communication in accordance with Article 17.1 shall be treated as being present in person at the meeting for all purposes (including, without limitation, for the purposes of any provisions of the Articles relating to the quorum for the meeting).

17.3 If all the Trustees participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any one of them is.

18. Quorum for Trustees' meetings

18.1 At a Trustees' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

18.2 The quorum for Trustees' meetings may be fixed from time to time by a decision of the Trustees, but it must never be less than four, and unless otherwise fixed it is four or one-third of the total number of Trustees, whichever is the greater.

18.3 If the total number of Trustees for the time being is less than the quorum required, the Trustees must not take any decision other than a decision:

18.3.1 to appoint further Trustees; or

18.3.2 to call a general meeting so as to enable the Members to appoint further Trustees.

19. Chairing of Trustees' meetings

The Chair, if any, or in their absence, another Trustee nominated by the Trustees present shall preside as chair of each Trustees' meeting.

20. Casting vote

20.1 If the numbers of votes for and against a proposal at a Trustees' meeting are equal, the chair of the meeting has a casting vote in addition to any other vote they may have.

20.2 Article 20.1 does not apply if, in accordance with the Articles, the chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes.

21. Majority decisions without a meeting

21.1 The Trustees may, in the circumstances outlined in this Article, make a majority decision without holding a Trustees' meeting.

21.2 If:

21.2.1 a Trustee has become aware of a matter on which the Trustees need to take a decision;

21.2.2 that Trustee has taken all reasonable steps to make all the other Trustees aware of the matter and the decision;

21.2.3 the Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and

21.2.4 a majority of the Trustees vote in favour of a particular decision on that matter;

a decision of the Trustees may be taken by majority and shall be as valid and effectual as if it had been taken at a Trustees' meeting duly convened and held.

21.3 Trustees participating in the taking of a majority decision otherwise than at a Trustees' meeting in accordance with this Article 21:

21.3.1 may be in different places, and may participate at different times; and

21.3.2 may communicate with each other by any means.

22. Trustee interests and management of conflicts of interest

Declaration of interests

22.1 Unless Article 22.2 applies, a Trustee must declare the nature and extent of:

22.1.1 any direct or indirect interest which they have in a proposed transaction or arrangement with the Charity; and

22.1.2 any duty or any direct or indirect interest which they have which conflicts or may conflict with the interests of the Charity or their duties to the Charity.

22.2 There is no need to declare any interest or duty of which the other Trustees are, or ought reasonably to be, already aware.

Participation in decision-making

22.3 If a Trustee's interest or duty cannot reasonably be regarded as likely to give rise to a conflict of interest or a conflict of duties with or in respect of the Charity, they are entitled to participate in the decision-making process, to be counted in the quorum and to vote in relation to the matter. Any uncertainty about whether a Trustee's interest or duty is likely to give rise to a conflict shall be determined by a majority decision of the other Trustees taking part in the decision-making process.

22.4 If a Trustee's interest or duty gives rise (or could reasonably be regarded as likely to give rise) to a conflict of interest or a conflict of duties with or in respect of the Charity, they may

participate in the decision-making process and may be counted in the quorum and vote unless:

22.4.1 the decision could result in the Trustee or any person who is Connected with a Trustee receiving a benefit other than:

(a) any benefit received in their capacity as a beneficiary of the Charity (as permitted under Article 4.4.1) and which is available generally to the beneficiaries of the Charity;

(b) the payment of premiums in respect of indemnity insurance effected in accordance with Article 3.1.28;

(c) payment under the indemnity set out at Article 6; and

(d) reimbursement of expenses in accordance with Article 4.4.2; or

22.4.2 a majority of the other Trustees participating in the decision-making process decide to the contrary,

in which case they must comply with Article 22.5.

22.5 If a Trustee with a conflict of interest or conflict of duties is required to comply with this Article 22.5, they must:

22.5.1 take part in the decision-making process only to such extent as in the view of the other Trustees is necessary to inform the debate;

22.5.2 not be counted in the quorum for that part of the process; and

22.5.3 withdraw during the vote and have no vote on the matter.

Continuing duties to the Charity

22.6 Where a Trustee or person Connected with a Trustee has a conflict of interest or conflict of duties and the Trustee has complied with their obligations under these Articles in respect of that conflict:

22.6.1 the Trustee shall not be in breach of their duties to the Charity by withholding confidential information from the Charity if to disclose it would result in a breach of any other duty or obligation of confidence owed by them; and

22.6.2 the Trustee shall not be accountable to the Charity for any benefit expressly permitted under these Articles which they or any person Connected with a Trustee derives from any matter or from any office, employment or position.

23. Register of Trustees' interests

The Trustees must ensure a register of Trustees' interests is kept.

24. Validity of Trustees' actions

All acts done by a person acting as a Trustee shall, even if afterwards discovered that there

was a defect in their appointment or that they were disqualified from holding office or had

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vacated office, be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.

- APPOINTMENT AND RETIREMENT OF TRUSTEES

25. Number of Trustees

25.1 There shall be at least five and no more than twelve Trustees.

25.2 The Chair shall be a Trustee (and shall become a Trustee, if they are not already a Trustee, upon election as Chair in accordance with Article 9).

25.3 The Honorary Treasurer shall be a Trustee (and shall become a Trustee, if they are not already a Trustee, upon election as Honorary Treasurer in accordance with Article 26).

25.4 The Trustees shall seek to ensure that there is at least one Trustee with expertise in each of the following sectors:

25.4.1 academia;

25.4.2 the architectural profession; and

25.4.3 the heritage profession,

but (for the avoidance of doubt) the Trustees may act as normal notwithstanding that one or more of these areas is not represented on the board.

26. Honorary Treasurer

26.1 The Charity shall have an Honorary Treasurer, whose responsibilities shall be determined from time to time by the Trustees.

26.2 The Honorary Treasurer shall be elected by the Members at an annual general meeting in accordance with such rules as the Trustees may determine from time to time in accordance with Article 14.

26.3 The Trustees may fill a vacancy in the Honorary Treasurer position until the next annual general meeting.

27. Appointment and retirement of Trustees

27.1 Those persons notified to the Registrar of Companies as the directors of the Charity shall be the Trustees at the Amendment Date. They shall remain as Trustees until the first annual general meeting following the Amendment Date, at which point they shall be subject to the remaining provisions of this Article 27 (which shall apply retroactively in the calculation of terms).

27.2 Any person who is willing to act as a Trustee, and who would not be disqualified from acting under the provisions of Article 28, may be appointed to be a Trustee:

27.2.1 by election by the Members at an annual general meeting (as set out in rules to be adopted

by the Trustees in accordance with Article 14) (the “**Elected Trustees**”);

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27.2.2 by election as Chair (under Article 9) or Honorary Treasurer (under Article 26); or

27.2.3 where the number of Trustees falls below five, by a decision of the Trustees (the “**Co-opted Trustees**”).

Terms and Automatic retirement

27.3 Each Elected Trustee (other than the Chair and the Honorary Treasurer) shall serve for a three-year period, with their term starting on the date of the annual general meeting at which they are appointed and ending on the date of the third annual general meeting following that appointment date (an “**Elected Trustee Term**”), at which point the Elected Trustee may (subject to Article 27.8) stand for re-election.

27.4 The Chair shall remain in office for one one-year term (expiring at the date of the next annual general meeting) (a “**One-Year Term**”) but may (subject to Article 27.9) be re-elected. If the Chair is not re-elected or they have served for the maximum term as Chair, they shall (if they were at the time of their election as Chair an Elected Trustee) remain an Elected Trustee until the end of their Elected Trustee Term (if any such time is remaining on their Elected Trustee Term).

27.5 The Honorary Treasurer shall remain in office for a four-year term (expiring at the date of the fourth annual general meeting following their appointment) (a “**Four-Year Term**”) but may (subject to Article 27.10) be re-elected for a further four-year term (expiring at the date of the eighth annual general meeting following their appointment) (a “**Four-Year Term**”). If the Honorary Treasurer is not re-elected or they have served for the maximum term as Honorary Treasurer, they shall (if they were at the time of their election as Honorary Treasurer an Elected Trustee) remain an Elected Trustee until the end of their Elected Trustee Term (if any such time is remaining on their Elected Trustee Term).

27.6 Subject to any arrangements made pursuant to Article 35.3, at every annual general meeting the following Trustees must retire from office but may (subject to the provisions of this Article 27) offer themselves for reappointment by the Members:

27.6.1 the Co-opted Trustees;

27.6.2 any Elected Trustees whose terms expire at the annual general meeting in accordance with Article 27.3;

27.6.3 the Honorary Treasurer; and

27.6.4 the Chair.

27.7 Time served as a Co-opted Trustee, Chair or Honorary Treasurer shall count towards the calculation of that individual’s Elected Trustee Term.

Maximum term

27.8 Subject to Article 27.11, an Elected Trustee who has served for three Elected Trustee Terms may not serve as an Elected Trustee again (but may serve as a Co-opted Trustee). It shall be immaterial if the Elected Trustee Terms are sequential.

27.9 Subject to Article 27.11, the Chair may serve as Chair for a maximum of three One-Year Terms (whether those terms immediately succeed one another or not).

27.10 Subject to Article 27.11, the Honorary Treasurer may serve as Honorary Treasurer for a maximum of one Four-Year Term plus an additional Four-Year Term (whether those terms immediately succeed one another or not).

27.11 The Trustees may by majority decision override the term limits in Articles 27.8 to 27.10 and allow the Elected Trustee, Chair or Honorary Treasurer in question to stand for re-election for one further Elected Trustee Term, One-Year Term or Two-Year Term (as applicable).

Minimum age

27.12 No person may be appointed as a Trustee unless they have reached the age of 18 years.

Timing of retirement

27.13 A Trustee who retires at an annual general meeting and who is not reappointed shall retain office until either:

27.13.1 the meeting appoints someone in their place; or

27.13.2 (if no one is appointed in their place) until the end of the meeting.

General

27.14 A Trustee may not appoint an alternate director or anyone to act on their behalf at meetings of the Trustees.

28. Disqualification and removal of Trustees

28.1 A Trustee shall cease to hold office if:

28.1.1 they are not, or ceases to be, a Member of the Charity;

28.1.2 they cease to be a director by virtue of any provision of the Companies Act 2006, or is prohibited from being a director by law;

28.1.3 they are disqualified under the Charities Act 2011 from acting as a trustee of a charity;

28.1.4 the Trustees reasonably believe the person has become physically or mentally incapable of managing their own affairs and so resolve that the person be removed from office;

28.1.5 notification is received by the Charity from them that they are resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least five Trustees will remain in office when such resignation has taken effect);

28.1.6 they fail to attend three consecutive meetings of the Trustees and the Trustees resolve that the person be removed for this reason;

28.1.7 at a general meeting of the Charity, a resolution is passed that they be removed from office, provided the meeting has invited the person's views and considered the matter in the light of such views; or

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28.1.8 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that the person be removed from office. Such a resolution shall not be passed unless they have been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of either (at their option) being heard by or of making written representations to the Trustees.

PRESIDENT

29. President

The Trustees must appoint and may remove a president of the Charity on such terms as they shall think fit. The President (if not a Member) shall have the right to be given notice of, to attend and speak (but not vote) at any general meeting of the Charity and shall also have the right to receive accounts of the Charity when available to Members.

PATRONS

30. Patrons

The Trustees may appoint and remove any individual(s) as Patron(s) of the Charity on such terms as they shall think fit. A Patron (if not a Member) shall have the right to be given notice of, to attend and speak (but not vote) at any general meeting of the Charity and shall also have the right to receive accounts of the Charity when available to Members.

MEMBERS

- BECOMING AND CEASING TO BE A MEMBER

31. Becoming a member

31.1 The Members of the Charity shall be the subscribers to the Memorandum of Association of the Charity and such other persons as are admitted to membership by the Trustees in accordance with the Articles.

31.2 With the exception of the subscribers to the Memorandum, no person may become a Member of the Charity unless:

31.2.1 that person has applied for membership in a manner approved by the Trustees; and

31.2.2 the Trustees have approved the application. The Trustees may in their absolute discretion decline to accept any person as a Member and need not give reasons for so doing.

31.3 The Trustees may from time to time prescribe criteria for membership but will not be obliged to accept persons fulfilling those criteria as Members.

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Unincorporated organisations

31.4 An organisation admitted to membership which is unincorporated shall be a Member through the person of its chair or nominated representative from time to time. Every such organisation must notify the Charity in Writing of the name of its chair or nominated representative and may, subject to the Trustees' right to decline to accept any person as a Member, replace such nominated representative at any time by giving notice to the Charity. The membership rights may be exercised by the chair or nominated representative or by the organisation which they represent.

Corporate Members

31.5 An organisation admitted to membership which is an incorporated body ("a Corporate Member") may by resolution of its directors or other governing body authorise a person or persons to act as its authorised representative or representatives at any meeting of the Charity. Evidence of the appointment of the representative must be provided in the form of:

31.5.1 an original or certified copy of the resolution of the directors or other governing body of the Corporate Member;

31.5.2 a letter confirming the appointment of the representative on the letterhead of the Corporate Member signed by a duly authorised individual and submitted with evidence of the authority under which it was signed; or

31.5.3 such other form as the Trustees may reasonably require.

31.6 A person authorised under Article 31.5 may exercise (on behalf of the Corporate Member) the same powers as the Corporate Member could exercise if it were an individual Member.

Subscriptions

31.7 The Trustees may at their discretion levy subscriptions on Members of the Charity at such rate or rates as they shall decide.

Register of members

31.8 The names of the Members of the Charity must be entered in the register of members which shall include, where relevant, a note that an unincorporated organisation is a member through the chair or nominated representative which is a Member of the Charity on behalf of an unincorporated organisation under Article 31.4.

32. Termination of membership

32.1 Subject to Article 31.4, membership is not transferable.

32.2 A Member shall cease to be a Member:

32.2.1 if the Member, being an individual, dies;

32.2.2 if the Member is a Member on behalf of an unincorporated organisation under Article 31.4 and the unincorporated organisation ceases to exist;

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32.2.3 if the Member, being a Corporate Member, goes into liquidation other than for the purpose of a solvent reconstruction or amalgamation, has an administrator or a receiver or an administrative receiver appointed over all or any part of its assets, or has an order made or a resolution passed for its winding up;

32.2.4 on the expiry of at least seven Clear Days' notice given by the Member to the Charity of their intention to withdraw;

32.2.5 if any subscription or other sum payable by the Member to the Charity is not paid on the due date and remains unpaid at the date which is three months after at the end of the period of three calendar months beginning with the due date. The Trustees may re-admit to membership any person who ceases to be a member on this ground on them paying such reasonable sum as the Trustees may determine (and said Member shall retain the same membership number as before their expulsion); or

32.2.6 if the Trustees resolve that the Member be removed from membership on the ground that it is in the best interests of the Charity that their membership is terminated. Such a resolution may not be passed unless the Member has been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees. A Member removed by such a resolution shall nevertheless remain liable to pay to the Charity any subscription or other sum owed by them.

33. Categories of membership

33.1 Subject to Article 33.2, the Trustees may establish such different categories of membership as they think fit. The Trustees may, at their discretion, impose different subscriptions and confer different benefits on different membership categories and may, at their discretion, alter such benefits and subscriptions at any time.

33.2 The Trustees may not create different classes of Members with different rights within the meaning of those parts of the Companies Acts which deal with class rights.

34. Associate members

The Trustees may establish such classes of associate membership with such description and with such rights and obligations (including without limitation the obligation to pay a subscription) as they think fit and may admit and remove such associate members in accordance with such regulations as the Trustees shall make, provided that no such associate members shall be Members for the purposes of the Articles or the Companies Acts.

ORGANISATION OF GENERAL MEETINGS

35. Annual general meetings

35.1 Subject to Article 35.3, the Charity must hold an annual general meeting once in every calendar year and not more than 15 months shall pass between one annual general meeting and the next.

35.2 The annual general meeting shall be held at such time and place as the Trustees think fit.

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35.3 The Trustees may, at their discretion, suspend the requirement to hold an annual general meeting within the time limits specified in Article 35.1 for a particular calendar year, if they consider that due to circumstances beyond their control holding the annual general meeting within those time limits would pose significant safety or other risks to the Charity, the Trustees and/or the Members or to the wider public or would be in breach of any relevant laws or regulations. The Trustees must keep any suspension under regular review and must endeavour to arrange the annual general meeting for later in the calendar year, once they consider it to be safe and practicable to do so. If they do not consider it to be safe and practicable to rearrange the annual general meeting in the same calendar year, the Trustees may decide that no annual general meeting shall be held in that calendar year and must make such arrangements as they think fit to deal with any business ordinarily dealt with at the annual general meeting.

36. General meetings

36.1 The Trustees may call a general meeting at any time.

36.2 The Trustees must call a general meeting if required to do so by the Members under the Companies Acts.

37. Length of notice

37.1 All general meetings must be called by either:

37.1.1 at least 14 Clear Days' notice; or

37.1.2 shorter notice if it is so agreed by a majority in number of the Members having a right to attend and vote at that meeting. Any such majority must together represent at least 95% of the total voting rights at that meeting of all the Members.

38. Contents of notice

38.1 Every notice calling a general meeting must specify the place, day and time of the meeting and the general nature of the business to be transacted. If the general meeting is an annual general meeting, the notice shall specify the meeting as such.

38.2 If the general meeting is to be a Hybrid Meeting at which Members can be present either by physical attendance or by Remote Attendance (see Articles 41.6–41.8.6), the notice must also contain the information specified in Articles 41.8.2 and 41.8.4.

38.3 If a special resolution is to be proposed, the notice must include the proposed resolution and specify that it is proposed as a special resolution.

38.4 In every notice calling a meeting of the Charity there must appear with reasonable prominence a statement informing the Member of their rights to appoint another person as that Member's proxy at a meeting of the Charity.

38.5 If the Charity gives an electronic Address in a notice calling a meeting, it will be deemed to have agreed that any Document or information relating to proceedings at the meeting may be sent by Electronic Means to that Address (subject to any conditions or limitations specified in the notice).

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39. Service of notice

Notice of general meetings must be given to every Member, to the Trustees, to any Patron(s) and to the auditors of the Charity.

40. Postponement

40.1 If, after the sending of notice of a general meeting, but before the meeting is held or, after the adjournment of a general meeting but before the adjourned meeting is held (whether or not notice of the adjourned meeting is required), the Trustees consider that, due to circumstances beyond their control, proceeding with the general meeting on the date or at the time or place specified in the notice calling the general meeting would pose significant safety or other risks to the Charity, the Trustees and/or the Members or wider public or would be in breach of any relevant laws or regulations, they may postpone the general meeting to another date, time and/or place.

40.2 When a general meeting is so postponed, notice of the date, time and place of the postponed meeting shall be given in such manner as the Trustees may, in their absolute discretion, determine. Notice of the business to be transacted at such postponed meeting shall not be required.

40.3 No business shall be transacted at any postponed meeting other than business which might properly have been transacted at the meeting had it not been postponed.

40.4 If a general meeting is postponed in accordance with this Article 40, the appointment of a proxy will be valid if a Proxy Notice is received at a Proxy Notification Address in accordance with the Articles not less than 48 hours before the time appointed for holding the postponed meeting. The Trustees may decide that Saturdays, Sundays, and Public Holidays shall not be counted when calculating this 48-hour period.

41. Attendance and speaking at general meetings

41.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

41.2 A person is able to exercise the right to vote at a general meeting when:

41.2.1 that person is able to vote, during the meeting (or in the case of a poll, within the time period specified by the chair of the meeting), on resolutions put to the vote at the meeting; and

41.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

41.3 The Trustees may, in their discretion, make such arrangements as they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it. Such arrangements may, without limitation, include arrangements involving telephone or video conferencing and/or use of electronic facilities and/or electronic platforms. The Trustees may, in making such arrangements, impose restrictions on how those not physically attending the meeting may communicate with the meeting.

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41.4 In determining attendance at a general meeting, it is immaterial whether any two or more Members attending it are in the same place as each other.

41.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

Hybrid Meetings and Remote Attendance

41.6 A Hybrid Meeting is a general meeting where the Trustees have made arrangements to enable those attending the meeting to exercise their rights to speak and/or vote at the meeting either by physical attendance at the place specified in the notice of the meeting ("the Primary Location") or by Remote Attendance.

41.7 The Trustees may (but shall be under no obligation to) make such arrangements for Remote Attendance at a Hybrid Meeting as they may (subject to the requirements of the Companies Acts) decide. The entitlement of any person to attend a general meeting by Remote Attendance shall be subject to such arrangements.

41.8 In the case of a Hybrid Meeting:

41.8.1 the provisions of the Articles shall be treated as modified to permit such arrangements and in particular:

(a) a person attending a general meeting by Remote Attendance shall be treated as being present and/or present in person at the meeting for the purposes of the Articles, including without limitation the provisions of the Articles relating to the quorum for the meeting and rights to vote at the meeting, unless the Articles expressly provide to the contrary; and

(b) references in these Articles to the place of a general meeting shall be treated as references to the Primary Location;

41.8.2 the Trustees must ensure that the notice of a Hybrid Meeting includes:

(a) details of the Primary Location; and

(b) details of the arrangements for Remote Attendance and any restrictions on Remote Attendance;

41.8.3 the Trustees may decide:

(a) how those attending by Remote Attendance may communicate with the meeting, for example by using an electronic platform to communicate with the chair and/or others attending the meeting in Writing;

(b) how those attending by Remote Attendance may vote;

41.8.4 the arrangements for Remote Attendance may be changed or withdrawn in advance of the meeting by the Trustees, who must give the Members as much notice as practicable of the change;

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41.8.5 in the event of technical failure or other technical issues during the meeting (including, for example, difficulties in establishing whether the meeting is quorate) the chair of the meeting may adjust or withdraw the arrangements for Remote Attendance and/or adjourn the meeting if in the chair's view this is necessary or expedient for the efficient conduct of the meeting;

and

41.8.6 under no circumstances shall the inability of one or more persons (being entitled to do so) to access, or continue to access, the technology being used for Remote Attendance at the meeting (despite adequate technology being made available by the Charity) affect the validity of the meeting or any business conducted at the meeting, provided a quorum is present at the meeting.

42. Quorum for general meetings

42.1 No business (other than the appointment of the chair of the meeting) may be transacted at a general meeting unless a quorum is present.

42.2 For the avoidance of doubt, a person attending a meeting by Remote Attendance will be treated as being present and/or present in person at the meeting for the purposes of this Article 42.

42.3 The quorum shall be:

42.3.1 ten (10) persons entitled to vote on the business to be transacted (each being a Member, an authorised representative of a Corporate Member or a proxy for a Member); or

42.3.2 2% of the total membership (represented in person, by proxy or via authorised representative in the case of Corporate Members);

whichever is smaller.

42.4 If both a Member and their proxy are present at a general meeting, only the Member shall be counted in the quorum for the purposes of this Article 42. If two or more persons present at a general meeting are authorised representatives of the same Corporate Member they

shall together count as one person for the purposes of Article 42.3.

42.5 Subject to Article 42.6, if:

42.5.1 a quorum is not present within half an hour (or such longer interval as the chair of the meeting in their absolute discretion thinks fit) from the time appointed for the meeting; or

42.5.2 during the meeting a quorum ceases to be present;

the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such day (within 14 days of the original meeting), time and place as the Trustees may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

42.6 If the meeting has been called by the Members, or in response to the Members requiring the Trustees to call a meeting under the Companies Acts, if:

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42.6.1 a quorum is not present within half an hour (or such longer interval as the chair of the meeting in their absolute discretion thinks fit) from the time appointed for the meeting; or

42.6.2 during the meeting a quorum ceases to be present;

the meeting shall be dissolved.

43. Chairing general meetings

43.1 The Chair (if any) or in their absence some other Trustee nominated by the Trustees shall preside as chair of every general meeting other than annual general meetings, which shall be chaired by the President. Subject to Article 43.3 the chair of the meeting may attend the meeting by Remote Attendance.

43.2 If neither the Chair nor any Trustee nominated in accordance with Article 43.1 is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to chair the meeting and, if there is only one Trustee present and willing to act, they shall be chair of the meeting.

43.3 If no Trustee is present and willing to act as chair of the meeting within fifteen minutes after the time appointed for holding the meeting, the Members present in person, or via their authorised representative if a Corporate Member, or by proxy and entitled to vote must choose one of the Members or authorised representatives of Corporate Members present in person at the Primary Location to be chair of the meeting. For the avoidance of doubt, neither a proxy holder who is not a Member entitled to vote, nor anyone not present at the Primary Location shall be entitled to be appointed chair of the meeting under this Article 43.3.

44. Attendance and speaking by Trustees, Patrons, the President and non-Members 44.1

Trustees may attend and speak at general meetings in their capacity as Members.

44.2 Patrons (or the President) may attend and speak at general meetings, whether or not they are Members.

44.3 The chair of the meeting may permit other persons who are not Members (or otherwise entitled to exercise the rights of Members in relation to general meetings) to attend and speak at a general meeting.

45. Adjournment

45.1 The chair of the meeting may adjourn a general meeting at which a quorum is present if:

45.1.1 if the meeting consents to an adjournment;

45.1.2 if it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner; or

45.1.3 in accordance with Article 41.8.5.

45.2 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.

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45.3 When adjourning a general meeting, the chair of the meeting must:

45.3.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees; and

45.3.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

45.4 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Charity must give at least 7 Clear Days' notice of it:

45.4.1 to the same persons to whom notice of the Charity's general meetings is required to be given; and

45.4.2 containing the same information which such notice is required to contain.

45.5 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

46. Voting: general

46.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles.

46.2 On a vote on a resolution at a meeting on a show of hands, unless a poll is duly demanded, a declaration by the chair of the meeting that the resolution:

46.2.1 has or has not been passed; or

46.2.2 passed with a particular majority;

is conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting recorded in accordance with Article 58 is also conclusive evidence of that fact without such proof.

47. Votes

Votes on a show of hands

47.1 On a vote on a resolution which is carried out by a show of hands, the following persons have one vote each:

47.1.1 each Member present in person;

47.1.2 (subject to Article 52.3) each proxy present who has been duly appointed by one or more persons entitled to vote on the resolution; and

47.1.3 each authorised representative of a Corporate Member present;

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provided that if a person attending the meeting falls within two or more of the above categories, they are not entitled to cast more than one vote but shall instead have a maximum of one vote.

Votes on a poll

47.2 On a vote on a resolution which is carried out by a poll, the following persons have one vote each:

47.2.1 every Member present in person;

47.2.2 every Member present by proxy (subject to Article 52.3); and

47.2.3 every authorised representative of a Corporate Member (subject to Article 47.3) present.

47.3 On a vote on a resolution at a meeting which is carried out by a poll, if more than one authorised representative of a Corporate Member purports to vote on behalf of the same Corporate Member:

47.3.1 if they purport to vote in the same way, they will be treated as having cast one vote between them; and

47.3.2 if they purport to vote in different ways they are treated as not having voted.

General

47.4 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall not be entitled to a casting vote in addition to any other vote they may have.

47.5 No Member shall be entitled to vote at any general meeting unless all monies presently payable by them to the Charity have been paid.

48. Errors and disputes

48.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

48.2 Any such objection must be referred to the chair of the meeting whose decision is final. **49.**

Poll votes

49.1 A poll on a resolution may be demanded:

49.1.1 in advance of the general meeting where it is to be put to the vote; or

49.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

49.2 A poll may be demanded by:

49.2.1 the chair of the meeting;

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49.2.2 the Trustees;

49.2.3 two or more persons having the right to vote on the resolution;

49.2.4 any person, who, by virtue of being appointed proxy or authorised representative of a Corporate Member for one or more Members having the right to vote on the resolution, holds two or more votes; or

49.2.5 a person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on the resolution.

49.3 A demand for a poll may be withdrawn if:

49.3.1 the poll has not yet been taken; and

49.3.2 the chair of the meeting consents to the withdrawal.

50. Procedure on a poll

50.1 Subject to the Articles, polls at general meetings must be taken when, where and in such manner as the chair of the meeting directs.

Results

50.2 The chair of the meeting may appoint scrutineers (who need not be Members) and decide how and when the result of the poll is to be declared.

50.3 The result of a poll shall be the decision of the meeting in respect of the resolution on which the poll was demanded.

Timing

50.4 A poll on:

50.4.1 the election of the chair of the meeting; or

50.4.2 a question of adjournment;

must be taken immediately.

50.5 Other polls must be taken within 30 days of their being demanded.

50.6 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

Notice

50.7 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded.

50.8 In any other case, at least 7 days' notice must be given specifying the time and place at which the poll is to be taken.

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51. Proxies

Power to appoint

51.1 A Member (including a Corporate Member) is entitled to appoint another person as their proxy to exercise all or any of their rights to attend and speak and vote at a meeting of the Charity. A proxy must vote in accordance with any instructions given by the Member by whom the proxy is appointed.

Manner of appointment

51.2 Proxies may only validly be appointed by a notice in Writing (a "Proxy Notice") which:

51.2.1 states the name and address of the Member appointing the proxy;

51.2.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

51.2.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and

51.2.4 is delivered to the Charity in accordance with the Articles and any instructions included with the notice of the general meeting to which they relate.

51.3 A proxy for a Member representing an unincorporated organisation under Article 31.4 may be appointed by the member or by the organisation which they represent.

51.4 The Charity may require Proxy Notices to be delivered in a particular form, and may specify different forms for different purposes.

51.5 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.

51.6 Unless a Proxy Notice indicates otherwise, it must be treated as:

51.6.1 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

51.6.2 appointing that person as a proxy in relation to any adjournment or postponement of the general meeting to which it relates as well as the meeting itself.

52. Delivery of Proxy Notices

52.1 The Proxy Notification Address in relation to any general meeting is:

52.1.1 any Address or Addresses specified by the Charity as an Address at which the Charity or its agents will receive Proxy Notices relating to that meeting, or any adjournment of it, delivered in Hard Copy Form or Electronic Form;

52.1.2 if no Address is specified in accordance with Article 52.1.1, the registered office of the Charity; or

52.1.3 any electronic Address falling within the scope of Article 52.2.

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52.2 If the Charity gives an electronic Address:

52.2.1 in a notice calling a meeting;

52.2.2 in an instrument of proxy sent out by it in relation to the meeting; or

52.2.3 in an invitation to appoint a proxy issued by it in relation to the meeting;

it will be deemed to have agreed that any Document or information relating to proxies for that meeting may be sent by Electronic Means to that Address (subject to any conditions or limitations specified in the notice). In this Article 52.2, Documents relating to proxies include the appointment of a proxy in relation to a meeting, any document necessary to show the validity of, or otherwise relating to, the appointment of a proxy, and notice of the termination of the authority of a proxy.

Attendance of Member

52.3 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting (including an authorised representative of a Corporate Member) remains so entitled in respect of that meeting or any adjournment or postponement of it, even though a valid Proxy Notice has been delivered to the Charity by or on behalf of that person (or the Corporate Member which they represent). If the person casts a vote in such

circumstances, any vote cast by the proxy appointed under the Proxy Notice is not valid.

Timing

52.4 Subject to Articles 52.5 and 52.6, a Proxy Notice must be received at a Proxy Notification Address not less than 48 hours before the general meeting or adjourned meeting to which it relates.

52.5 In the case of a poll taken more than 48 hours after it is demanded, the Proxy Notice must be received at a Proxy Notification Address not less than 24 hours before the time appointed for the taking of the poll.

52.6 In the case of a poll not taken during the meeting but taken not more than 48 hours after it was demanded, the Proxy Notice must be:

52.6.1 received in accordance with Article 52.4; or

52.6.2 given to the Chair, Honorary Secretary or any Trustee at the meeting at which the poll was demanded.

Interpretation

52.7 Saturdays, Sundays, and Public Holidays are not counted when calculating the 48-hour and 24-hour periods referred to in this Article 52.

Revocation

52.8 An appointment under a Proxy Notice may be revoked by delivering a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given to a Proxy Notification Address.

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52.9 A notice revoking the appointment of a proxy only takes effect if it is received before:

52.9.1 the start of the meeting or adjourned or postponed meeting to which it relates; or

52.9.2 (in the case of a poll not taken on the same day as the meeting or adjourned meeting) the time appointed for taking the poll to which it relates.

Execution

52.10 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.

53. Amendments to resolutions

53.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

53.1.1 notice of the proposed amendment is given to the Charity in Writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours (excluding Saturdays, Sundays and Public Holidays) before the meeting is to take place (or such later

time as the chair of the meeting may decide); and

53.1.2 the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.

53.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

53.2.1 the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and

53.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non substantive error in the resolution.

53.3 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

WRITTEN RESOLUTIONS

54. Written resolutions

General

54.1 Subject to this Article 54 a written resolution agreed by:

54.1.1 Members representing a simple majority; or

54.1.2 (in the case of a special resolution) Members representing not less than 75%;

of the total voting rights of eligible Members shall be effective.

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54.2 On a written resolution each Member shall have one vote provided that no Member shall be entitled to vote on a written resolution unless all monies presently payable by them to the Charity have been paid.

54.3 A written resolution is not a special resolution unless it stated that it was proposed as a special resolution.

54.4 A Members' resolution under the Companies Acts removing a Trustee or auditor before the expiry of their term of office may not be passed as a written resolution.

Circulation

54.5 A copy of the proposed written resolution must be sent to every eligible Member together with a statement informing the Member how to signify their agreement and the date by which the resolution must be passed if it is not to lapse.

54.6 In relation to a resolution proposed as a written resolution of the Charity the eligible Members are the Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.

54.7 The required majority of eligible Members must signify their agreement to the written resolution within the period of 28 days beginning with the Circulation Date.

54.8 Communications in relation to written resolutions must be sent to the Charity's auditors in accordance with the Companies Acts.

Signifying agreement

54.9 A Member signifies their agreement to a proposed written resolution when the Charity receives from them (or from someone acting on their behalf) an authenticated Document:

54.9.1 identifying the resolution to which it relates; and

54.9.2 indicating the Member's agreement to the resolution.

54.10 For the purposes of Article 54.9:

54.10.1 a Document sent or supplied in Hard Copy Form is sufficiently authenticated if it is signed by the person sending or supplying it; and

54.10.2 a Document sent or supplied in Electronic Form is sufficiently authenticated if: (a) the identity of the sender is confirmed in a manner specified by the Charity; or

(b) where no such manner has been specified by the Charity, if the communication contains or is accompanied by a statement of the identity of the sender and the Charity has no reason to doubt the truth of that statement.

54.11 If the Charity gives an electronic Address in any Document containing or accompanying a written resolution, it will be deemed to have agreed that any Document or information relating to that resolution may be sent by Electronic Means to that Address (subject to any conditions or limitations specified in the Document).

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ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

55. Communications by the Charity

Methods of communication

55.1 Subject to the Articles and the Companies Acts, any Document or information (including any notice, report or accounts) sent or supplied by the Charity under the Articles or the Companies Acts 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 the Charity, including without limitation:

55.1.1 in Hard Copy Form;

55.1.2 in Electronic Form; or

55.1.3 by making it available on the Society's website, in which case all Members must be notified of the fact by electronic communication.

55.2 Where a Document or information which is required or authorised to be sent or supplied by the Charity under the Companies Acts is sent or supplied in Electronic Form or by making it available on a website, the recipient must have agreed that it may be sent or supplied in that form or manner or be deemed to have so agreed under the Companies Acts (and not revoked that agreement). Where any other Document or information is sent or supplied in Electronic Form or made available on a website the Trustees may decide what agreement (if any) is required from the recipient.

55.3 Subject to the Articles, any notice or Document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or Documents for the time being.

Deemed delivery

55.4 A Member present in person or by proxy or via their authorised representative if a Corporate Member at a meeting of the Charity shall be deemed to have received notice of the meeting and the purposes for which it was called.

55.5 Where any Document or information is sent or supplied by the Charity to the Members:

55.5.1 where it is sent by post it is deemed to have been received 48 hours (including Saturdays, Sundays, and Public Holidays) after it was posted;

55.5.2 where it is sent or supplied by Electronic Means, it is deemed to have been received on the same day that it was sent;

55.5.3 where it is sent or supplied by means of a website, it is deemed to have been received:

(a) when the material was first made available on the website; or

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(b) if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.

55.6 Subject to the Companies Acts, a Trustee or any other person (other than in their capacity as a Member) may agree with the Charity that notices or Documents sent to that person in a particular way are deemed to have been received within a specified time, and for the specified time to be less than 48 hours.

Failed delivery

55.7 Where any Document or information has been sent or supplied by the Charity by Electronic Means and the Charity receives notice that the message is undeliverable:

55.7.1 if the Document or information has been sent to a Member or Trustee and is notice of a general meeting of the Charity, the Charity is under no obligation to send a Hard Copy of the Document or information to the Member's or Trustee's postal address as shown in the Charity's register of Members or Trustees, but may in its discretion choose to do so;

55.7.2 in all other cases, the Charity shall send a Hard Copy of the Document or information to the

Member's postal address as shown in the Charity's register of Members (if any), or in the case of a recipient who is not a Member, to the last known postal address for that person (if any); and

55.7.3 the date of service or delivery of the Documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of Hard Copies.

Exceptions

55.8 Copies of the Charity's annual accounts and reports need not be sent to a person for whom the Charity does not have a current Address.

55.9 Notices of general meetings need not be sent to a Member who does not register an Address with the Charity, or who registers only a postal address outside the United Kingdom, or to a Member for whom the Charity does not have a current Address.

56. Communications to the Charity

The provisions of the Companies Acts shall apply to communications to the

Charity. **57. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

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58. Minutes

58.1 The Trustees must ensure minutes are made:

58.1.1 of all terms served by Trustees;

58.1.2 of all appointments of officers made by the Trustees;

58.1.3 of all resolutions of the Charity and of the Trustees (including, without limitation, decisions of the Trustees made without a meeting); and

58.1.4 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Trustee of the Charity, be sufficient evidence of the proceedings.

59. Records and accounts

59.1 The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 2011 as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

59.1.1 annual reports;

59.1.2 annual statements of account; and

59.1.3 annual returns or confirmation statements.

59.2 Except as provided by law or authorised by the Trustees or an ordinary resolution of the Charity, no person is entitled to inspect any of the Charity's accounting or other records or Documents merely by virtue of being a Member.

60. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

WINDING UP

61. Winding up

61.1 At any time before, and in expectation of, the winding up or dissolution of the Charity, the Members of the Charity or, subject to any resolution of the Members, the Trustees, may resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on the dissolution or winding up of the Charity be applied or transferred in any of the following ways:

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61.1.1 directly for the objects of the Charity; or

61.1.2 to any institution or institutions which is or are regarded as charitable under the law of every part of the United Kingdom:

(a) for purposes similar to the objects of the Charity; or

(b) for use for particular purposes that fall within the objects of the Charity.

61.2 In no circumstances shall the net assets of the Charity be paid to or distributed among the Members of the Charity under this Article 61 (except to a Member that is itself an institution chosen to benefit under this Article 61).

61.3 If no resolution is passed in accordance with Article 61.1 the net assets of the Charity shall be applied for such purposes regarded as charitable under the law of every part of the United Kingdom as are directed by the Charity Commission.

SCHEDULE

INTERPRETATION – DEFINED TERMS

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

Term Meaning

- 1.1 **“Address”** includes a postal or physical address and a number or address used for the purposes of sending or receiving Documents or information by Electronic Means;
- 1.2 **“Amendment Date”** means the date that these Articles are adopted in 2021;

1.3 “**Articles**” the Charity’s articles of association;

1.4 “**Chair**” means the chair of the board of Trustees whose responsibilities are set out in these Articles and who is appointed in accordance with Article 9;

1.5 “**Charity**” The Society of Architectural Historians of Great Britain [Company No: 810735 / Charity No: 236432 / 70 Cowcross Street, London EC1M 6EL, UK / @theSAHGB / www.sahgb.org.uk];

1.6 “**Circulation Date**” in relation to a written resolution, has the meaning given to it in the Companies Acts;

1.7 “**Clear Days**” in relation to the period of a notice, that 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;

1.8 “**Companies Acts**” the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Charity;

1.9 “**Connected**” any person falling within one of the following categories:

(a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee;

(b) the spouse or civil partner of any person in (a);

(c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship as is mentioned at (a) or (b); or

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(d) any company, partnership or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital;

1.10 “**Corporate Member**” has the meaning given in Article 31.5;

1.11 “**Document**” includes summons, notice, order or other legal process and registers and includes, unless otherwise specified, any document sent or supplied in Electronic Form; have the meanings respectively given to them in

1.12 “**Electronic Form**” and “**Electronic Means**” Section 1168 of the Companies Act 2006;

1.13 **“Financial Expert”** an individual, company or firm who, or which, is authorised to give investment advice under the Financial Services and Markets Act 2000; the Companies Act 2006;

1.14 **“Hard Copy” and “Hard Copy Form”** have the meanings respectively given to them in

1.15 **“Honorary Secretary”** the *de facto* chief executive of the Charity, being the individual appointed as Honorary Secretary in accordance with Article 12.1;

1.16 **“Honorary Treasurer”** means the individual appointed as Honorary Treasurer in accordance with Article 26;

1.17 **“Hybrid Meeting”** has the meaning given in Article 41.6;

1.18 **“Member”** means a member of the Charity entered on the Register of Members; management role in connection with the Society’s business;

1.19 **“Officer”** 1.20 **“President”**

means the president of the Charity appointed in accordance with Article 29;

means an individual appointed to an honorary

1.21 **“Primary Location”** has the meaning given in Article 41.6; 1.22 **“Proxy**

Notice” has the meaning given in Article 51; 1.23 **“Proxy Notification Address”**

has the meaning given in Article 52;

1.24 **“Public Holiday”** means Christmas Day, Good Friday and any day that is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales, this being the part of the United Kingdom where the company is registered;

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1.25 **“Remote Attendance”** means remote attendance at a general meeting by such means as are approved by the Trustees in accordance with Article 41.3;

1.26 **“Subsidiary Company”** any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company;

1.27 **“Trustee”** a director of the Charity, and includes any person occupying the position of director, by whatever name called; and

1.28 **“Writing”** 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 in
Electronic Form or otherwise.

2. Subject to paragraph 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, words or expressions contained in the Articles which are not defined in paragraph 1 above bear the same meaning as in the Companies Act 2006 as in force on the date when the Articles became binding on the Charity.