

**THE COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE**  
**NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION**  
**OF**

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**THE LONDON BUS PRESERVATION TRUST LIMITED**

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**Date of Incorporation: 18 July 1972**

**Company Number: 01061762**

**Charity Registration Number: 1053383**

**New Articles of Association adopted by Special Resolution  
Dated xx 2025**

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**The London Bus Preservation Trust Limited**

**DEFINITIONS AND INTERPRETATION**

**1 Definitions and interpretation**

1.1 In these Articles the following words and phrases shall have the following meanings unless the context otherwise requires:

<b>Act</b>	means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;
<b>Articles</b>	means these Articles of Association;
<b>Charities Act</b>	means the Charities Act 2011 including any statutory modification, consolidation or re-enactment thereof for the time being in force;
<b>Charity</b>	means The London Bus Preservation Trust Limited, the company intended to be regulated by these articles;
<b>clear days</b>	in relation to a period of notice means a period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
<b>Charity Commission</b>	means the Charity Commission for England and Wales;

<b>document</b>	includes, unless otherwise specified, any document sent or supplied in electronic form;
<b>electronic form</b>	includes electronic means, as defined in s.1168 Companies Act 2006 (for example, e-mail) or any other means while in electronic form (for example, sending a disk through the post);
<b>Member</b>	means a person who is a subscriber to the Memorandum or who is admitted to membership in accordance with the Articles;
<b>Memorandum</b>	means the memorandum of association of the Charity;
<b>Model Articles</b>	means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229);
<b>Objects</b>	the objects of the Charity as set out in Article 4;
<b>Ordinary Resolution</b>	means a resolution (of the Members or, if applicable, a class of the Members) that is passed: <ul style="list-style-type: none"> <li>(i) if a written resolution, by Members representing a simple majority of the total voting rights of eligible Members;</li> <li>(ii) on a show of hands at a meeting, by a simple majority of the votes cast by those entitled to vote;</li> <li>(iii) on a poll at a meeting, by Members representing a simple majority of the total voting rights of Members who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;</li> </ul>
<b>proxy notice</b>	has the meaning given in Article 16;
<b>Secretary</b>	means the person appointed to perform the duties of the secretary of the Charity;
<b>Special Resolution</b>	means a resolution (of the Members or, if applicable, a class of the Members) passed: <ul style="list-style-type: none"> <li>(i) if a written resolution, by Members representing not less than 75% of the total voting rights of eligible Members;</li> <li>(ii) on a show of hands at a meeting, by a majority not less than 75% of the votes cast by those entitled to vote;</li> <li>(iii) on a poll at a meeting, by Members representing not less than 75% of the total voting rights of the Members</li> </ul>

who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;

**Trustee** means a trustee of the Charity and includes any person occupying the position of trustee, by whatever name called. The Trustees are charity trustees as defined in the Charities Act and directors of the company under the Act;

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

**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 in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these Articles become binding on the Charity.
- 1.3 Apart from the exception mentioned above, a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.
- 1.4 All words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include all genders.
- 1.5 Headings in the Articles are used for convenience only and shall not affect the construction or interpretation of the Articles.
- 1.6 The Model Articles shall not apply to the Charity.

## **CHARITY DETAILS**

### **2 Name**

- 2.1 The name of the Charity is The London Bus Preservation Trust Limited.

### **3 Registered office**

- 3.1 The registered office of the Charity is situated in England.

## OBJECTS AND POWERS

### 4 Objects

- 4.1 The Charity's objects are restricted specifically to advance public education by operating a benchmark, working heritage London Bus Museum restoring, maintaining, preserving, conserving and presenting the social, engineering and design heritage of London's buses from the Victorian era to today, together with the presentation of associated historic artefacts, for inspiration, learning and research, the enjoyment of the public and the education of current and future generations.

### 5 Powers

- 5.1 The Charity has power to do anything which is calculated to further the Objects, or any of them, or is conducive or incidental to doing so. In particular, and without limiting the foregoing, the Charity's powers include:
- 5.1.1 to study, compile records on and restore, preserve and maintain buses, carriages and other items of road transport interest, and to provide training and instruction in such activities and to enter into such agreement and to take all such steps as may be necessary for these purposes, and to operate such vehicles and carriages where appropriate for the carriage of passengers and exhibition to visitors and to organise, sponsor and support displays and such other shows and events for the provision and stimulation of information, education and interest in such vehicles;
  - 5.1.2 to accept any gift or transfer of money or any other property whether or not subject to any special trust;
  - 5.1.3 to raise funds, provided that in doing so the Charity shall not undertake any substantial permanent taxable trading and shall comply with any relevant statutory regulations;
  - 5.1.4 to purchase or form trading companies alone or jointly with others;
  - 5.1.5 to buy, take on lease or exchange, hire or otherwise acquire and hold any real or personal estate;
  - 5.1.6 to maintain, alter or equip for use any real or personal estate;
  - 5.1.7 to erect, maintain, improve, or alter any buildings in which the Charity for the time being has an interest;
  - 5.1.8 subject to such consents as may be required by law to sell, lease or otherwise dispose of all or any part of the real or personal estate belonging to the Charity;
  - 5.1.9 subject to such consents as may be required by law to borrow or raise money and to give security for loans or grants;

- 5.1.10 to make grants or loans of money, to give guarantees and become or give security for the performance of contracts;
- 5.1.11 to co-operate, including exchanging information and advice, and enter into arrangements with charities, voluntary organisations, statutory bodies and other bodies, international, national, local or otherwise;
- 5.1.12 to establish or support any charitable trusts, associations, companies, institutions or other bodies formed for any of the charitable purposes included in the Objects, or involved in activities that further the Objects;
- 5.1.13 to acquire or merge with any other charity;
- 5.1.14 to enter into partnership, joint venture or other arrangement with any body with objects similar in whole or part to the Objects;
- 5.1.15 to affiliate to or accept affiliation from any body with objects similar in whole or part to the Objects;
- 5.1.16 to set aside funds for special purposes or as reserves against future expenditure in accordance with a written reserves policy;
- 5.1.17 to deposit or invest funds with all the powers of a beneficial owner, but to invest only after obtaining advice from a financial expert (as defined in Article 5.1.18) and having regard to the suitability of investments and the need for diversification;
- 5.1.18 to delegate the management of investments to a financial expert but only on terms that:
  - 5.1.18.1 the investment policy is set down in writing for the financial expert by the Trustees;
  - 5.1.18.2 make provision for appropriate and regular reporting obligations to the Trustees or to a committee authorised by the Trustees to receive such reports in respect of all transactions;
  - 5.1.18.3 the performance of the investments is reviewed regularly with the Trustees;
  - 5.1.18.4 the Trustees shall be entitled to cancel the delegation arrangement at any time;
  - 5.1.18.5 the investment policy and the delegation arrangement are reviewed at least once a year;
  - 5.1.18.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and

- 5.1.18.7 the financial expert must not do anything outside the powers of the Trustees;
- 5.1.18.8 and **financial expert** means an individual company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000 and who is reasonably believed by the Trustees to be qualified to give advice in relation to investments by reason of his ability in and practical experience of financial and other matters relating to investments;
- 5.1.19 to arrange for investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in the United Kingdom) under the control of the Trustees;
- 5.1.20 to insure and arrange insurance cover of every kind and nature in respect of the Charity, its property and assets and take out other insurance policies to protect the Charity, its employees, volunteers or Members as required;
- 5.1.21 to provide indemnity insurance to cover the liability of the Trustees or any other officer of the Charity:
- 5.1.21.1 which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust, or breach of duty of which he may be guilty in relation to the Charity but not extending to:
- any liability resulting from conduct which the Trustees or officer knew, or must reasonably be assumed to have known, was not in the interests of the Charity, or where the Trustees or officer did not care whether such conduct was in the best interests of the Charity or not;
- any liability to pay the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or wilful or reckless misconduct of the Trustees or officer;
- any liability to pay a fine or regulatory penalty.
- 5.1.21.2 to make contributions to the assets of the Charity in accordance with the provisions of section 214 of the Insolvency Act 1986 to the fullest extent permitted by law.
- 5.1.22 to employ and pay any person or persons to supervise, organise, carry on the work of and advise the Charity provided that the Charity may only employ a Trustee to the extent permitted in Article 6 and subject to compliance with the conditions set out there;
- 5.1.23 subject to the provisions of Article 6 to pay reasonable annual sums or premiums for or towards the provision of pensions for employees for the time being of the Charity or their dependants;

- 5.1.24 to enter into contracts to provide services to or on behalf of other bodies;
- 5.1.25 to establish subsidiary companies ;
- 5.1.26 to publish or distribute information;
- 5.1.27 to hold exhibitions, meetings, lectures, classes, seminars or courses either alone or with others;
- 5.1.28 to cause to be written, printed or otherwise reproduced and circulated, gratuitously or otherwise, periodicals, magazines, books, leaflets or other documents, films, recorded tapes or materials reproduced on electronic media and to maintain an online public electronic presence such as a website and/or other forms of electronic social media;
- 5.1.29 to foster and undertake research into any aspect of the Objects and its work and to disseminate and exchange the results of any such research;
- 5.1.30 to act as trustee of any charity;
- 5.1.31 to invite and appoint an appropriate person or persons to be a President or Vice-President of the Charity;
- 5.1.32 to make any charitable donation, either in cash or assets, to further the Objects of the Charity;
- 5.1.33 to obtain any Act of Parliament or other order or authority or to promote, support or oppose legislative or other measures or proceedings or to petition the Crown, Parliament or other public persons or bodies in the United Kingdom in respect of any matter affecting the interests of the Charity;

## **APPLICATION, PAYMENT OR DISTRIBUTION OF THE CHARITY'S PROPERTY AND INCOME AND LIMITED LIABILITY OF MEMBERS**

### **6 Application of income and property**

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 6.2 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 Members of the Charity. This does not prevent a Member who is not also a Trustee of the Charity receiving:
  - 6.2.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;
  - 6.2.2 reasonable and proper remuneration for any goods or services rendered to the Charity;
  - 6.2.3 interest on money lent to the Charity at a reasonable and proper rate not

exceeding either 2% per annum below the base lending rate prescribed for the time being by a clearing bank in London selected by the Trustees or 3%, whichever is the greater;

- 6.2.4 reasonable and proper rent for premises demised or let to the Charity;
- 6.2.5 any premium in respect of insurance to cover any of the liabilities specified in Article 4.1.21.

A Member who is also a Trustee may only receive a benefit, directly or indirectly, in accordance with Article 6.3 below.

6.3 A Trustee:

- 6.3.1 shall be entitled to be paid reasonable out-of-pocket expenses properly incurred when acting on behalf of the Charity;
- 6.3.2 may receive an indemnity from the Charity in accordance with Article 38;
- 6.3.3 may benefit from insurance cover, including indemnity insurance, purchased at the expense of the Charity in accordance with Article 4.1;

subject thereto no Trustee may receive any payment or other material benefit, directly or indirectly, from the Charity unless:

- 6.3.4 the payment is expressly permitted in Article 6.4 below and the conditions set out in Article 6.5 are followed; or
- 6.3.5 the Trustees obtain the prior written approval of the Charity Commission.

6.4 A Trustee may directly or indirectly:

- 6.4.1 receive a benefit in the capacity of a beneficiary of the Charity;
- 6.4.2 receive fees, remuneration or other benefit in money or money's worth under a contract for the supply of goods or services (including goods supplied in connection with the provision of such services) to the Charity other than for acting as a Trustee. Such supply of goods or services shall be subject to the provisions of the tendering process as per article 6.6;
- 6.4.3 receive interest on money lent to the Charity at a reasonable and proper rate not exceeding either 2% per annum below the base lending rate prescribed for the time being by a clearing bank in London selected by the Trustees or 3%, whichever is the greater;
- 6.4.4 receive reasonable and proper rent for premises demised or let to the Charity.

6.5 The authority in Article 6.4 above is subject to the following conditions being satisfied:

- 6.5.1 the remuneration or other sums paid to or for the benefit of the Trustee do not exceed an amount which is reasonable in all the circumstances;

- 6.5.2 prior to any payment being made to the Trustee or for his benefit (other than in his capacity as a beneficiary) an appropriate written contract is concluded between the Trustee (or relevant person) and the Charity containing the full details of his duties and obligations to the Charity the amount of remuneration payable to him and all other relevant terms and conditions and copies of all such contracts are retained by the Charity for inspection by any authorised person;
- 6.5.3 the other Trustees are satisfied that it is in the interests of the Charity to contract with that Trustee (or relevant person) rather than with someone who is not a Trustee (or relevant person). In reaching that decision the Trustees shall balance the advantage of contracting with the Trustee (or relevant person) against the disadvantages of doing so (including the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interests);
- 6.5.4 a majority of the Trustees then in office are not in receipt of such payments or benefits;
- 6.5.5 the provisions of Article 7 below are observed in relation to any discussions of the Trustees concerning that Trustee's interest, his remuneration or any variation of his remuneration;

and, in this Article, where Article 6.4 applies in respect of a Trustee indirectly, a **relevant person** is a person (other than the Trustee) who proposes to enter into a contract with, lend money to or demise or let premises to the Charity under Articles 6.4.2, 6.4.3, or 6.4.4 as the case may be.

- 6.6 The Trustees shall establish and publish to the Members a tendering process which shall be used in every case where goods or services, which are above a value set initially and adjusted from time to time by Ordinary Resolution of a General Meeting, are to be procured from Trustees or from persons connected with Trustees.

## **7 Conflicts of interests and conflicts of loyalty**

- 7.1 Whenever a Trustee has a personal interest (including but not limited to a personal financial interest or a duty of loyalty owed to another organisation or person) directly or indirectly in a matter to be discussed at a meeting of the Trustees or a committee of the Trustees or in any transaction or arrangement with the Charity (whether proposed or already entered into), the Trustee concerned shall:
  - 7.1.1 declare an interest at or before any discussion on the item (such declarations shall be recorded in the minutes of the meeting of the Trustees and reported in writing to the next AGM);
  - 7.1.2 withdraw from any discussion on the item save to the extent that he is invited expressly to contribute information;
  - 7.1.3 not be counted in the quorum for the part of any meeting and any vote devoted to that item; and
  - 7.1.4 withdraw during the vote and have no vote on the item.

7.2 Where a Trustee becomes aware of such a personal interest in relation to a matter arising in a written resolution circulated to the Trustees, the Trustee concerned shall:

7.2.1 as soon as possible declare an interest to all the other Trustees

7.2.2 not be entitled to vote on the written resolution, and

the resolution shall take effect accordingly provided that any Trustee who has already voted on the resolution may, on being notified of the personal interest, withdraw their vote.

7.3 Articles 7.1.2 to 7.1.4 and 7.2 shall not apply where the matter to be discussed is in respect of a policy of insurance as authorised in the Articles.

7.4 If a conflict of interests arises for a Trustee, which may but need not be 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, then, on the matter being proposed to the Trustees, the unconflicted Trustees may authorise the conflict of interests (the **authorised conflict**) subject to the conditions in Article 7.5.

7.5 A conflict of interests may only be authorised under Article 7.4 if:

7.5.1 the unconflicted Trustees consider it is in the interests of the Charity to do so in the circumstances applying;

7.5.2 the procedures of Articles 7.1 and 7.2 (as the case may be) are followed in respect of the authorised conflict and

7.5.3 the terms of Article 6 are complied with in respect of any direct or indirect benefit to the conflicted Trustee which may arise from the authorised conflict.

Where a conflict is authorised in accordance with Articles 7.4 and 7.5 above, the unconflicted Trustees, as they consider appropriate in the interests of the Charity, may set out any express terms of the authorisation, which may, but need not, include authorising the conflicted Trustee and may impose conditions on the authorisation.

## **8 Limited liability of Members**

8.1 The liability of the Members is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Charity in the event of the same being wound up while he is a Member, or within one year after he ceases to be a Member, for:

8.1.1 payment of the debts and liabilities of the Charity contracted before he ceases to be a Member,

8.1.2 payment of the costs, charges and expenses of winding up, and

8.1.3 adjustment of the rights of the contributories among themselves.

## **9 Surplus assets on dissolution**

- 9.1 If on the winding-up or dissolution of the Charity there remains, after the satisfaction of all its debts and liabilities, any property whatever of the Charity (the **Charity's surplus assets**), the same shall not be paid to or distributed among the Members of the Charity, but shall be given or transferred in accordance with this Article.
- 9.2 The Members of the Charity may at any time before, and in expectation of, its dissolution resolve that the Charity's surplus assets shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:
- 9.2.1 directly for one of more of the Objects; or
- 9.2.2 to any one or more charitable purposes which are similar to the Objects.
- 9.3 Subject to any such resolution of the Members of the Charity, the Trustees of the charity may at any time before and in expectation of its dissolution resolve that the Charity's surplus assets shall on or before dissolution of the Charity be applied or transferred in any of the following ways:
- 9.3.1 directly for one of more of the Objects; or
- 9.3.2 to any one or more charitable purposes which are similar to the Objects.
- 9.4 In the event of no resolution being passed by the Members or the Trustees in accordance with this Article on the winding-up or dissolution of the Charity, the Charity's surplus assets shall be applied for charitable purposes as directed by the Court or the Charity Commission.
- 9.5 If the Charity is a trustee of any trusts at the time it is wound up or dissolved, the Charity shall procure the appointment of a new trustee or trustees of those trusts in the place of the Charity.

## **MEMBERSHIP**

### **10 Members**

- 10.1 Membership of the Charity is open to any individual or (subject to article 10.3) couple or family who or organisation which:
- 10.1.1 applies to the Charity in the form required by the Trustees; and
- 10.1.2 is approved by the Trustees.
- 10.2 An application for membership may be approved or rejected by the Trustees and no applicant shall be admitted to membership of the Charity unless their application for membership has been approved by the Trustees.
- 10.3 In the case of couple or family membership, one person is the member for the purposes of the Act being the person whose name is recorded in the register of Members against the

couple or family membership and, accordingly, that person is authorised to act at any meeting of the Charity.

- 10.4 In the case of corporate membership, representation at any meeting of the Charity shall be determined in accordance with Article 17.
- 10.5 Membership is not transferable.
- 10.6 The Charity shall maintain a register of Members.

## **11 Classes of membership**

- 11.1 The Trustees may establish different classes of membership and prescribe their respective privileges and duties and set the amounts of any subscriptions.

## **12 Termination of membership**

- 12.1 Membership is terminated if:
  - 12.1.1 the Member dies or, if it is an organisation, ceases to exist;
  - 12.1.2 the Member retires by written notice to the Charity provided that after such retirement the number of Members is not less than four;
  - 12.1.3 any sum due from the Member to the Charity has been wholly or partly outstanding for at least three months and the Charity serves notice in writing on the Member terminating the membership. In such circumstances the termination of membership shall take effect from the date and time when the notice is served;
  - 12.1.4 the Member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. Such a resolution may only be passed if:
    - 12.1.4.1 the Member has been given at least 28 clear days notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons for its proposal; and
    - 12.1.4.2 the Member or, at the option of the Member, the Member's representative, who need not be a Member of the Charity, has been permitted to make representations to the meeting.

## MEETINGS OF MEMBERS

### 13 Annual general meetings

- 13.1 The Charity shall each year hold a general meeting as its Annual General Meeting (**AGM**) in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it.
- 13.2 Not more than fifteen months shall elapse between the date of one AGM of the Charity and that of the next.
- 13.3 The AGM shall be held at such time and place as the Trustees shall appoint.
- 13.4 The date of the next AGM shall be published to members at least two calendar months in advance in accordance with Article 37, with an invitation for Members to stand as a Trustee and a link to the Trustee nomination form. A calling notice shall then be sent to members at least one calendar month in advance of the previously notified AGM date, together with a link to the most recent version of the annual accounts. The calling notice shall include the agenda, the text of any Special Resolutions and all Trustee nominations received.
- 13.5 Business to be transacted at an AGM shall include the consideration of the financial statement, and the reports of the Trustees and auditors and the appointment of, and the fixing of the remuneration of, the auditors.

### 14 General meetings

- 14.1 The Trustees may call general meetings.
- 14.2 On the requisition of 5% or more of Members pursuant to the Act the Trustees shall forthwith proceed to convene a general meeting in accordance with the provisions of the Act. If there are not within the United Kingdom sufficient Trustees to call a general meeting, any Trustee or any Member may call a general meeting in accordance with the provisions of the Act.

### 15 Notice of general meetings

- 15.1 General meetings shall be called by at least one calendar month notice.
- 15.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of the Members having a right to attend and vote at the meeting, being a majority together representing not less than 90% of the total voting rights at that meeting of all the Members.
- 15.3 The notice shall specify the place, the day and the time of meeting, the general nature of the business to be transacted and a statement pursuant to the Act informing the Member of his rights regarding proxies. The text of any Special Resolutions shall also be included.
- 15.4 Subject to the provisions of the Articles and to any restrictions imposed on any classes of

membership, notice of general meeting shall be given in any manner authorised by these Articles to:

- 15.4.1 every Member except those Members who (having no registered address within the United Kingdom) have not supplied to the Charity an address within the United Kingdom for the giving of notices to them. For the avoidance of doubt, in the case of couple or family or corporate Membership notice shall be duly served if sent to the person to whom correspondence is normally sent;
- 15.4.2 the auditor for the time being of the Charity; and
- 15.4.3 each Trustee.

No other person shall be entitled to receive notice of general meetings.

- 15.5 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 15.6 A Member present at any meeting of the Charity either in person or by proxy shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

## **16 Proxies**

- 16.1 A Member is entitled to appoint another person as his proxy to exercise all or any of his rights to attend and to speak and vote at a meeting of the Charity. That proxy need not be a member of the Charity.
- 16.2 Proxies may only validly be appointed by a notice in writing (a **proxy notice**) which:
  - 16.2.1 states the name and address of the Member appointing the proxy;
  - 16.2.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
  - 16.2.3 is signed by or on behalf of the Member appointing the proxy, or a person exercising Power of Attorney on behalf of the Member, or is authenticated in such manner as the Trustees may determine; and
  - 16.2.4 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.
- 16.3 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes. In default of any other form of proxy notice being specified, the following form may be used:

“The London Bus Preservation Trust Limited

.....

I/We, ....., of ....., being a member/members of the above-named company, hereby appoint ..... of ....., or failing him, [..... of .....] [the Chairman of the meeting], as my/our proxy to vote in my/our name[s] and on my/our behalf at the general meeting of the company to be held on [date], and at any adjournment thereof.

Signed on [*insert date*]”

- 16.4 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. In default of any other form of proxy notice being specified, the following form may be used for this purpose:

“The London Bus Preservation Trust Limited

.....

I/We, ....., of ....., being a member/members of the above-named company, hereby appoint ..... of ....., or failing him [..... of .....] [the Chairman of the meeting], as my/our proxy to vote in my/our name[s] and on my/our behalf at the [annual] general meeting of the company, to be held on [date], and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 \*for \*against [\*vote withheld] [\*discretionary]

Resolution No. 2 \*for \*against [\*vote withheld] [\*discretionary].

\*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

Signed on [*insert date*]”.

- 16.5 Unless a proxy notice indicates otherwise, it must be treated as:
- 16.5.1 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
  - 16.5.2 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.
- 16.6 Proxy notices may:
- 16.6.1 in the case of a proxy notice in writing be deposited not less than 48 hours (calculated using working days only) before the time for holding the meeting or adjourned meeting at which the person named in the proxy notice proposes to

vote at the office or at such other place within the United Kingdom as is specified:

- 16.6.1.1 in the notice convening the meeting, or
  - 16.6.1.2 in any proxy form sent out by the Charity in relation to the meeting;  
or
  - 16.6.2 in the case of a proxy notice in electronic form, where an address has been specified for the purpose of receiving documents in electronic form:
    - 16.6.2.1 in the notice convening the meeting, or
    - 16.6.2.2 in any proxy form sent out by the Charity in relation to the meeting,  
or
    - 16.6.2.3 in any invitation in electronic form to appoint a proxy issued by the Charity in relation to the meeting,
- be received at such address not less than 48 hours before (calculated using working days only) the time for holding the meeting or adjourned meeting at which the person named in the proxy notice proposes to vote;
- 16.6.3 in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before (including any part of a day that is not a working day) the time appointed for the taking of the poll; or
  - 16.6.4 in the case of a poll which is not taken forthwith but taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chairman or to the Secretary or to any Trustee;

and a proxy notice which is not deposited, delivered or received in a manner so permitted shall be invalid.

- 16.7 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, provided that the person revokes the proxy appointment according to articles 16.8 and 16.9.
- 16.8 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.
- 16.9 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 Representation of organisations at general meetings**

- 17.1 Where an organisation is a Member of the Charity, it may authorise any person to act as its representative at any meeting of the Charity. Such a representative shall, subject to Article 17.2, be entitled to exercise on behalf of the Member organisation the same powers as the organisation could exercise if it were an individual member of the Charity.
- 17.2 Written notice of the representative's authority shall be given to the Charity, failing which the Charity shall not be required to accept the right of the representative to exercise the organisation's rights at meetings. Any such notice given to the Charity shall be conclusive evidence that the representative is entitled to represent the organisation and that his or her authority has not been revoked. The Charity shall not be required to consider whether the representative has been properly authorised by the organisation.
- 17.3 The Charity shall be entitled to regard the representative as eligible to represent the Member organisation until written notice to the contrary is received by the Charity.

## **18 Organisation at general meetings**

- 18.1 No business shall be transacted at any general meeting unless a quorum is present.
- 18.2 The quorum shall be five per cent of the membership up to a maximum of one hundred Members, or forty Members, whichever is the greater, consisting of persons entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member or a duly authorised representative of a Member organisation.
- 18.3 There shall be a chairman of every general meeting:
- 18.3.1 The Trustees may invite the President or Vice-President to chair at general meetings
- 18.3.2 Subject to article 18.3.1, the chairman, if any, of the Trustees shall chair every general meeting of the Charity
- 18.3.3 In his absence the vice-chairman, if any, of the Trustees shall act as chairman.
- 18.3.4 If at any meeting neither the chairman nor the vice-chairman is present within ten minutes after the time appointed for the holding of the meeting and willing to act, the Trustees present shall elect one of their number to chair the meeting.
- 18.3.5 If there is only one Trustee present and willing to act, he shall chair the meeting.
- 18.3.6 If at any meeting no Trustee is willing to act as chairman or if no Trustee is present within ten minutes after the time appointed for the holding of the meeting, the Members present shall choose one of their number to chair the meeting.
- 18.4 If within thirty minutes from the time appointed for the meeting a quorum is not present, or if during a meeting a quorum ceases to be present, the meeting:
- 18.4.1 if convened on the requisition of Members, shall be dissolved;

18.4.2 in any other case, shall be adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Trustees may determine.

18.5 In relation to adjournment of meetings:

18.5.1 the chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;

18.5.2 when a meeting is adjourned for fourteen days or more, the Charity shall give at least seven clear days' notice of it to the same persons to whom notice of the Charity's general meetings is required to be given, and containing the same information which such notice is required to contain;

18.6 otherwise it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **19 Attendance and speaking at general meetings**

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

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

19.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting and

19.2.2 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.

19.3 The Trustees may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

19.4 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.

19.5 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.

## DECISIONS OF MEMBERS

### 20 Voting at general meetings

- 20.1 A resolution put to the vote of a general meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded.
- 20.2 Unless a poll is duly demanded, a declaration by the chairman and an entry to that effect in the minutes of proceedings of the Charity that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 20.3 A poll on a resolution may be demanded:
- 20.3.1 In advance of the general meeting where it is to be put to the vote, or
  - 20.3.2 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.
- 20.4 A poll may be demanded by:
- 20.4.1 the chairman of the meeting
  - 20.4.2 the Trustees
  - 20.4.3 by a total of at least five Members present in person or by proxy.
- 20.5 A demand for a poll may be withdrawn if:
- 20.5.1 The poll has not yet been taken, and
  - 20.5.2 The chairman of the meeting consents to the withdrawal.
- 20.6 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately. A poll demanded on any other question must be taken either immediately or at such time and place as the chairman of the meeting directs, save that it must be taken within thirty days after it was demanded.
- 20.7 If the poll is not taken immediately, at least fourteen clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 20.8 The poll shall be taken in such manner as the chairman of the meeting directs.
- 20.9 The chairman of the meeting may fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the end of the meeting at which the poll was demanded, save where there are other polls still to be taken in respect of the same meeting.
- 20.10 If a poll is demanded the meeting may continue to deal with any business that may be conducted at the meeting.

- 20.11 In the case of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.
- 20.12 Members may be balloted on any proposal to be put to a general meeting, if a meeting of the Trustees so resolves. In this case the result of the ballot shall be determined to be the resolution of the general meeting at which the result is declared.
- 20.13 Where the Trustees resolve that the membership shall be balloted, one ballot paper shall be sent to each member including corporate members, and ballot papers shall be despatched not less than fourteen days before the date of the general meeting at which the result of the ballot is to be declared.
- 20.14 Properly completed ballot papers received at the registered office of the Trust, or such other place as may be determined by a meeting of the Trustees, not later than 48 hours (calculated on the basis of working days only) before the date and time fixed for the meeting at which the result is to be declared, shall alone be taken into account.
- 20.15 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.

## **21 Votes of members**

- 21.1 Subject to Article 20.11, every Member shall have one vote. In the case of organisation, couple or family membership, the organisation, couple or family shall each have one vote. For couple or family membership, one person within the couple or family shall be entitled to exercise the vote as laid down by Article 10.3 above.
- 21.2 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

## **22 Written resolutions**

- 22.1 Save for a resolution to remove a Trustee before the expiration of his period of office or to remove an auditor before the expiration of his term of office, any resolution of the Members may be proposed and passed as a written resolution in accordance with the Act.
- 22.2 A resolution may be proposed as a written resolution, in accordance with the Act, by:
- 22.2.1 The Trustees
- 22.2.2 by the Members subject to the Charity receiving a request from Members representing not less than 5% of the total voting rights of all Members entitled to vote on the resolution. In this case the resolution shall be accompanied by a statement of up to 1000 words summarising the reasons for the resolution. The

expenses of the Charity in complying with a request from the Members to propose a resolution as a written resolution must be paid by the Members who requested the circulation of the resolution unless the Charity resolves otherwise.

- 22.3 A written resolution shall lapse if it is not passed before the end of 28 days beginning with the date on which the resolution is circulated in accordance with the Act.

## **TRUSTEES**

### **23 Trustees**

- 23.1 Unless otherwise determined by Ordinary Resolution the maximum number of Trustees shall be twelve and the minimum number of Trustees shall be five.
- 23.2 The Trustees shall make all reasonable efforts to ensure that the number of Trustees is at least 7.
- 23.3 A Trustee may not appoint an alternate Trustee or anyone to act on his behalf at meetings of the Trustees.

### **24 Appointment of Trustees**

- 24.1 Any person who is willing to act as a Trustee, and is permitted by law to do so, may be appointed to be a Trustee provided that:
- 24.1.1 they have been a Member for two years before the date of appointment, or
  - 24.1.2 the Trustees have decided, by a simple majority of all the Trustees, that the two year period should be reduced to a specified period for that candidate, and the candidate has been a Member for that specified period before the date of appointment.
- 24.2 Appointment as a Trustee, subject to the requirement of 24.1, shall take place either:
- 24.2.1 by Ordinary Resolution of the Members at a general meeting; or
  - 24.2.2 through co-option by a simple majority of all the Trustees.
- 24.3 Trustee candidates to be considered for election at the AGM shall be nominated by the Trustees or by any Member.
- 24.4 No appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, may be made which would cause the number of Trustees to exceed any number fixed as the maximum number of Trustees.
- 24.5 Subject to Articles 26 to 27 a Trustee shall hold office until his retirement in accordance with Article 28.

## **25 Length of Service of Trustees**

- 25.1 No Trustee shall serve for a consecutive period of more than six years. This period may be extended by three years in special circumstances by Ordinary Resolution.
- 25.2 The length of service of a Trustee is calculated from initial appointment irrespective of any subsequent reappointment.
- 25.3 After this period (whether extended or not) the Trustee may stand for election again but only after a minimum interval of three years.

## **26 Removal of Trustees**

- 26.1 The Charity may by Ordinary Resolution of which special notice has been given to the Charity in accordance with the Act remove any Trustee before the expiration of his period of office notwithstanding anything in these Articles or in any agreement between the Charity and such Trustee.
- 26.2 A Trustee may be removed by a resolution of the Trustees that this is in the best interests of the Charity. Such a resolution may only be passed if:
  - 26.2.1 the Trustee has been given at least 28 clear days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons for its proposal; and
  - 26.2.2 the Trustee or, at the option of the Trustee, the Trustee's representative, who need not be a Member of the Charity, has been permitted to make representations to the meeting; and
  - 26.2.3 the resolution is approved by at least 75% of all the Trustees excluding the subject of the resolution.

## **27 Disqualification or vacation of office of Trustees**

- 27.1 The office of Trustee shall be vacated if:
  - 27.1.1 The maximum term set out in clause 25.1 has expired;
  - 27.1.2 The Trustee ceases to be a member of the Charity;
  - 27.1.3 Invocation of one of the processes referred to in Article 26 results in the removal of the Trustee;
  - 27.1.4 the Trustee ceases to be a Trustee by virtue of any provision of the Act or becomes prohibited by law from being a Trustee;
  - 27.1.5 the Trustee is disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act;

- 27.1.6 the Trustee becomes bankrupt or makes any arrangement or composition with his creditors generally;
- 27.1.7 a registered medical practitioner who is treating the Trustee gives a written opinion to the Charity stating that the Trustee has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;
- 27.1.8 a court makes an order which wholly or partly prevents the Trustee from personally exercising any powers or rights which he would otherwise have and the Trustees resolve that his office be vacated;
- 27.1.9 the Trustee resigns his office by written notice to the Charity provided the number of Trustees remaining in office after the resignation takes effect shall not fall below the minimum number of Trustees as defined in clause 23.1;
- 27.1.10 the Trustee is absent from three consecutive Trustees' meetings without leave and the Trustees resolve that the office be vacated;
- 27.1.11 the Trustee is directly or indirectly interested in any contract with the Charity and fails to declare the nature of his interest as required by the Act or the Articles;
- 27.1.12 the Trustee is deemed by HM Revenue & Customs not to be a fit and proper person to be a manager of the Charity and the Trustees resolve that his office be vacated; or
- 27.1.13 the Trustee fails to agree to a reasonable request by the Trustees that the Trustee signs a declaration that they are a fit and proper person to act as such and the Trustees resolve that his office be vacated.

## **28 Retirement of Trustees**

- 28.1 At each AGM one third of the Trustees appointed by a previous AGM, or if their number is not three or a multiple of three, the number nearest to one third, shall retire from office. In addition all Trustees co-opted by a simple majority of the Trustees in accordance with subclause 24.2.2 (if any) since the last AGM shall also retire from office. The Trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment, but as between persons who became appointed or were last re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by a secret ballot of all the Trustees.

28.2 A person retiring from the office of Trustee shall be eligible for re-election, subject to the overall limit on length of service set out in clause 25.1.

## **29 Powers and duties of the Trustees**

- 29.1 Subject to the provisions of the Act and the Articles and to any directions given by Special Resolution, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity.

- 29.2 No alteration of the Articles and no direction given by Special Resolution shall invalidate anything which the Trustees have done before the making of the alteration or the passing of the resolution.
- 29.3 A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

### **30 Proceedings and decisions of the Trustees**

- 30.1 Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit.
- 30.2 The Trustees shall meet at least four times a year.
- 30.3 A meeting of the Trustees:
- 30.3.1 may be called by any Trustee; and
  - 30.3.2 shall, at the request of a Trustee, be called by the Secretary (if any).
- 30.4 Notice of any meeting of the Trustees must indicate:
- 30.4.1 its proposed date, time and subject matter;
  - 30.4.2 where it is to take place; and
  - 30.4.3 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.
- 30.5 In fixing the date and time of any meeting of the Trustees, the Trustee calling it shall make all reasonable efforts to ensure, subject to the urgency of any matter to be decided by the Trustees, that as many Trustees as practicable are likely to be available to participate in it.
- 30.6 Notice of a meeting of the Trustees must be given to each Trustee.
- 30.7 Trustees are to be treated as having waived their entitlement to notice of a meeting if they have not supplied the Charity with the information necessary to ensure that they receive the notice before the meeting takes place.
- 30.8 Any Trustee may participate in a meeting of the Trustees by means of video conference, telephone or any suitable electronic means agreed by the Trustees whereby all persons participating in the meeting can communicate with all the other participants and participation in such a meeting shall constitute presence in person at that meeting.
- 30.9 In relation to the quorum for a meeting of the Trustees:
- 30.9.1 no decision other than a decision to call a meeting of the Trustees or a general meeting shall be taken by the Trustees unless a quorum participates in the decision-making process;

- 30.9.2 the quorum for Trustees meetings shall be fixed from time to time by the Trustees provided that it shall not be less than fifty percent of the current number of Trustees rounded up to the nearest whole number (e.g. for nine Trustees this would be five) subject to a minimum of four;
- 30.9.3 if the total number of Trustees for the time being is less than the quorum required for decision-making by the Trustees, the Trustees shall not take any decision other than a decision:
- 30.9.3.1 to appoint further Trustees, or
- 30.9.3.2 to call a general meeting so as to enable the Members to appoint further Trustees;
- 30.9.4 a Trustee shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.
- 30.10 Questions arising at a meeting shall be decided by a majority of votes.
- 30.11 The Trustees shall elect a chairman at their first meeting after each AGM. At the time of election of the chairman, the Trustees shall also elect a vice chairman who will be capable of acting as chairman for up to a year in the event of the chairman stepping down during the year or becoming incapacitated. In the event of the chairman stepping down, the Trustees shall elect a new chairman as soon as practicable and in any case within one year. The vice-chairman, if consenting, shall be eligible for election for this role.
- 30.12 The Trustees shall regularly consider succession planning with the aim of developing the capabilities of existing Trustees and attracting new candidates for trusteeship.
- 30.13 If at any meeting the chairman is not present within ten minutes of the time appointed for holding the meeting, or he cannot chair the meeting because he is conflicted, the vice chairman shall chair the meeting. If neither the chairman nor the vice-chairman is present by this time, or if there is no chairman or vice-chairman, the Trustees present shall choose one of their number to chair the meeting.
- 30.14 In the case of an equality of votes, the person chairing the meeting shall have a second or casting vote. No Trustee in any other circumstances shall have more than one vote.
- 30.15 All acts done by any meeting of the Trustees or of a committee, or by any person acting as a Trustee, shall, notwithstanding that it be afterwards discovered that:
- 30.15.1 there was some defect in the appointment of any such Trustee or person acting as a Trustee, or
- 30.15.2 they or any of them were disqualified, or
- 30.15.3 they or any of them were not entitled to vote on the matter,
- be as valid as if every such person had been duly appointed and was qualified to be a Trustee.

- 30.16 A written resolution, signed by all the Trustees entitled to receive notice of a meeting of the Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees duly convened and held and may consist of several documents in like form each signed by one or more Trustees.
- 30.17 A resolution in accordance with 30.16 above shall be valid if circulated to all Trustees and agreed by a majority of Trustees by email.
- 30.18 Subject to the Articles, the Trustees may make any rules which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to the Trustees.

### **31 Delegation by the Trustees**

- 31.1 The Trustees may delegate any of their powers to any committee including two or more Trustees. If this provision is exercised, this shall be reported to the next annual general meeting.
- 31.2 The Trustees shall determine the terms of any delegation to such a committee and may impose conditions, including that:
- 31.2.1 the relevant powers are to be exercised exclusively by the committee to whom the Trustees delegate;
  - 31.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- 31.3 Subject to and in default of any other terms imposed by the Trustees:
- 31.3.1 either or both the chairman and vice-chairman shall be ex-officio members of every committee appointed by the Trustees;
  - 31.3.2 the members of a committee may, with the approval of the Trustees, appoint such persons, not being Trustees, as they think fit to be members of that committee;
  - 31.3.3 a committee may elect a chairman of its meetings; if no such chairman is elected, or, if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same, the members present may choose one of their number to chair the meeting;
  - 31.3.4 a committee may meet and adjourn as it thinks proper;
  - 31.3.5 questions arising at any meeting shall be determined by a majority of votes of the committee members present, and
  - 31.3.6 in the case of an equality of votes the chairman of the committee shall have a second or casting vote;

and subject thereto committees to which the Trustees delegate any of their powers shall follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by the Trustees.

- 31.4 The terms of any delegation to a committee shall be recorded in the minute book.
- 31.5 The Trustees may revoke or alter a delegation at any time.
- 31.6 All acts and proceedings of committees shall be reported to the Trustees fully and promptly.

## **32 Delegation of day to day management**

- 32.1 The Trustees may delegate day to day management and administration of the Charity to one or more managers.
  - 32.2 In respect of each manager the Trustees shall:
    - 32.2.1 provide a description of the manager's role; and
    - 32.2.2 set the limits of the manager's authority
- Such role descriptions shall be published to the membership.
- 32.3 The managers shall report regularly and promptly to the Trustees on the activities undertaken in accordance with their role.

## **SECRETARY and MINUTES**

### **33 Secretary**

- 33.1 Subject to the provisions of the Act, any Secretary shall be appointed by the Trustees for such term at such remuneration and on such conditions as the Trustees may think fit. Any Secretary so appointed by the Trustees may be removed by them.
- 33.2 A Secretary who is also a Trustee may not be remunerated save as permitted in accordance with the Articles.

### **34 Minutes**

- 34.1 The Trustees shall ensure that the Charity keeps records, in writing, comprising:
  - 34.1.1 minutes of all proceedings at general meetings;
  - 34.1.2 copies of all resolutions of Members passed otherwise than at general meetings;
  - 34.1.3 details of appointments of officers made by the Trustees; and

- 34.1.4 minutes of meetings of the Trustees and committees of the Trustees, including the names of the Trustees present at the meeting. These minutes (redacted if necessary to remove sensitive personal or commercial details) shall be made available to any member on request.
- 34.2 The Trustees shall ensure that the records comprising 34.1.1 and 34.1.2 above shall be kept with the Charity's books.

## **ACCOUNTS AND AUDIT**

### **35 Accounts**

- 35.1 The Trustees shall comply with the requirements of the Act and of the Charities Act for keeping financial records, the audit or other scrutiny of accounts (as required) and the preparation and transmission to the Registrar of Companies and the Charity Commission, as the case may be, of:
- 35.1.1 annual reports;
- 35.1.2 annual returns; and
- 35.1.3 annual financial statements.
- 35.2 Accounting records relating to the Charity shall be made available for inspection by any Trustee at any reasonable time during normal office hours and may be made available for inspection by Members who are not Trustees if the Trustees so decide.
- 35.3 The Trustees shall supply a copy of the Charity's latest available financial statements to any Trustee or Member on request, and within two months of the request to any other person who makes a written request and pays the Charity's reasonable costs of complying with the request.

### **36 Audit**

- 36.1 Auditors shall be appointed. Their duties shall be regulated in accordance with the Act and the Charities Act.

## **COMMUNICATION**

### **37 Means of communication**

- 37.1 Subject to the Articles, the Charity may deliver a notice or other document to a Member:
- 37.1.1 by delivering it by hand to an address as provided in accordance with paragraph 4 of schedule 5 to the Act;

- 37.1.2 by sending it by post or other delivery service in an envelope (with postage or delivery paid) to an address as provided in accordance with paragraph 4 of schedule 5 to the Act;
  - 37.1.3 in a magazine which is provided to all members;
  - 37.1.4 in electronic form to an address notified by the Member in writing;
  - 37.1.5 by a website, the address of which shall be notified to the Member in writing; or
  - 37.1.6 by advertisement in at least two national newspapers.
- 37.2 This Article does not affect any provision in any relevant legislation or the Articles requiring notices or documents to be delivered in a particular way.
- 37.3 If a notice or document:
- 37.3.1 is delivered by hand, it is treated as being delivered at the time it is handed to or left for the Member.
  - 37.3.2 is sent by post or other delivery service in accordance with Article 37.1.2 above it is treated as being delivered:
    - 37.3.2.1 24 hours after it was posted, if first class post was used; or
    - 37.3.2.2 48 hours after it was posted or given to delivery agents, if first class post was not used;
  - 37.3.3 is sent in electronic form, providing that the Charity can show that it was sent to the electronic address provided by the Member, it is treated as being delivered at the time it was sent.
  - 37.3.4 is sent by a website, it is treated as being delivered when the material was first made available on the website, or if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.
  - 37.3.5 is included in a magazine, it is treated as being delivered when it would be deemed to be received under this Article, depending on which of the above means of delivery was used.
- 37.4 If a notice is given by advertisement, it is treated as being delivered at midday on the day when the last advertisement appears in the newspapers.

## INDEMNITY

### 38 Indemnity

- 38.1 Subject to the provisions of the Act, but without prejudice to any indemnity to which the person concerned may otherwise be entitled, every Trustee or other officer of the Charity (other than any person (whether an officer or not) engaged by the Charity as auditor) shall be indemnified out of the assets of the Charity against any liability incurred by him for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity, provided that this Article shall be deemed not to provide for, or entitle any such person to, indemnification to the extent that it would cause this Article, or any element of it, to be treated as void under the Act.

## RULES AND BYELAWS

### 39 Rules or byelaws

- 39.1 The Trustees may from time to time make such rules or byelaws as it may deem necessary or convenient for the proper conduct and management of the Charity or for the purpose of prescribing classes and conditions of membership of the Charity. In particular but without prejudice to the generality of the above, they may by such rules or byelaws regulate:
- 39.1.1 the rights and privileges of Members and the conditions of membership;
  - 39.1.2 the conduct of Members in relation to one another and to the Charity's employees and volunteers;
  - 39.1.3 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; and
  - 39.1.4 the procedure at general meetings and meetings of the Trustees and committees in so far as such procedure is not regulated by these Articles.
- 39.2 The Charity in general meeting shall have power by Special Resolution to alter or repeal the rules or byelaws and to make additions to them.
- 39.3 The Trustees shall adopt such means as they deem sufficient to bring to the notice of Members of the Charity all such rules or byelaws which, so long as they shall be in force, shall be binding on all Members of the Charity provided nevertheless that no rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in the Articles.

## **CHANGE PROCEDURE**

### **40 Changes to these Articles**

- 40.1 In accordance with the Act, if a change becomes necessary to one or more of these Articles this will require a Special Resolution at a general meeting. Certain changes may be Regulated Alterations and may require the prior written consent of the Charity Commission. The proposed changes and the reasons for them shall be included with the calling notice for the meeting.