

THE COMPANIES ACT 2006

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

ARTICLES of ASSOCIATION

of

ASSOCIATION OF SCOTLAND'S SELF-CATERERS LIMITED

CONTENTS		
GENERAL	constitution of the company, defined terms, objects, powers, restrictions on use of assets, limit on liability, general structure	articles 1-10
MEMBERS	general, qualifications, application, subscription, register, code of practice, withdrawal, expulsion	articles 11-29
GENERAL MEETINGS (meetings of Members)	general, notice, special/ordinary resolutions, procedure, voting, written resolutions	articles 30-55
DIRECTORS	categories, number, eligibility, election/appointment/removal/retirement, termination of office, office bearers, personal interests, conduct, remuneration and expenses, powers, procedure	articles 56-109
ADMINISTRATION	committees, secretary, minutes, accounts, notices	articles 110 - 124
MISCELLANEOUS	winding-up, indemnity	articles 125 - 128

Constitution of company

1. The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulations 2008 are excluded in respect of this company, the Association of Scotland's Self-Caterers Limited (the "Company").

Defined terms

2. In these articles of association of the Company (the "Articles"), unless the context requires otherwise:-
 - 2.1. "Act" means the Companies Act 2006;
 - 2.2. "body" or "corporate body" shall be deemed to include a Scottish partnership;
 - 2.3. "electronic form" has the meaning given in section 1168 of the Act;
 - 2.4. "Property" means any property, heritable or moveable, real or personal,

wherever situated; and

2.5. "subsidiary" has the meaning given in section 1159 of the Act.

3. Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.

Objects

4. The Company shall have the following objects:

- 4.1. To establish, support and promote quality standards for self-catering, short-term let and other short stay accommodation premises and businesses;
- 4.2. To represent and further the interests of Members and Associate Members to industry bodies, government, executive agencies, local authorities and any other appropriate organisations;
- 4.3. To advise on Members' operational methods and to assist in marketing and profitability;
- 4.4. To develop and promote services for the benefit of Members and Associate Members as defined in these Articles;
- 4.5. To negotiate special terms with suppliers for purchases made by Members and to advise on sources of supply;
- 4.6. To promote the image of self-caterers, short-term let and other short stay operators in Scotland in general, and the Members of the Company in particular; and
- 4.7. To pool information for the benefit of Members and Associate Members.

5. The Company's objects are restricted to those set out in article 4 (but subject to article 6) and are interpreted at the sole discretion of the Directors, as defined in these Articles.
6. The Company may add to, remove or alter the statement of the Company's objects in article 4; on any occasion when it does so, it must give notice to Companies House in the terms of its statutory requirements.

Powers

7. The Company shall have the following powers:-

- 7.1. To enter into all such contracts and arrangements as may be considered appropriate in relation to the conduct of the Company's business and/or other operations from time to time.

- 7.2. To make payments to Members and/or Associate Members of the Company in pursuance of any contracts and arrangements of the nature referred to in paragraph 7.1.
- 7.3. To carry on any other activity which may appropriately be carried on in connection with any of the objects of the Company.
- 7.4. To establish and/or participate in joint ventures and to promote individuals, companies and/or other bodies whose activities may further one or more of the above objects or may generate income to support the activities of the Company, acquire and hold shares, stocks, debentures and other interests in such individuals, companies or other bodies, and carry out in relation to any such company which is a subsidiary of the Company, all such functions as may be associated with a holding company.
- 7.5. To acquire and take over the whole or any part of the undertaking and liabilities of any person, company or other body entitled to any property or rights suitable for any of the objects of the Company.
- 7.6. To purchase, take on lease, hire, take in exchange, and otherwise acquire any property and rights which may be advantageous for the purposes of the activities of the Company.
- 7.7. To improve, manage, enhance, develop, turn to account and otherwise deal with all or any part of the undertaking, property and rights of the Company.
- 7.8. To sell, let, hire, licence, give in exchange and otherwise dispose of all or any part of the undertaking, property and rights of the Company.
- 7.9. To lend money and give credit to any person, with or without security, and to grant guarantees and contracts of indemnity on behalf of any person.
- 7.10. To borrow money and give security for the payment of money by, or the performance of other obligations of, the Company or any other person.
- 7.11. To draw, make, accept, endorse, discount, negotiate, execute and issue cheques and other negotiable or transferable instruments.
- 7.12. To remunerate any individual in the employment of the Company and to establish, maintain and contribute to any pension or superannuation fund for the benefit of, and to give or procure the giving of any donation, pension, allowance or remuneration to, and to make any payment for or towards the insurance of, any individual who is or was at any time in the employment of the Company and the spouse, widow/er, relatives and dependants of any such individual; to establish, subsidise and subscribe to any institution, association, club and fund which may benefit any such person.
- 7.13. To oppose or object to any application or proceedings which may prejudice the Company's interests.

- 7.14. To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the Company and to obtain from any such organisation, government or authority any right, privilege or concession.
- 7.15. To enter into any arrangement for co-operation or mutual assistance with any body, whether incorporated or unincorporated.
- 7.16. To effect insurance against risks of all kinds.
- 7.17. To invest funds not immediately required for the purposes of the Company's activities in such investments and securities (including land in any part of the world) and that in such manner as may from time to time be considered advantageous, and to dispose of and vary such investments and securities.
- 7.18. To establish and support any association or other incorporated or unincorporated body which is a charity having objects altogether or in part similar to those of the Company and to promote any company or other incorporated body which is a charity formed for the purpose of carrying on any activity which the Company is authorised to carry on.
- 7.19. To subscribe and make contributions to or otherwise support charities, whether incorporated or unincorporated, and to make donations for any charitable purpose connected with the activities of the Company or with the furtherance of its objects.
- 7.20. To accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust, for any of the objects of the Company.
- 7.21. To take such steps (by way of personal or written appeals, public meetings or otherwise) as may be deemed expedient for the purpose of procuring contributions to the funds of the Company, whether by way of subscriptions, grants, loans, donations or otherwise.
- 7.22. To carry out any of these objects in any part of the world as principal, agent, contractor, trustee or in any other capacity and through an agent, contractor, sub-contractor, trustee or any person acting in any other capacity and either alone or in conjunction with others.
- 7.23. To do anything which may be incidental or conducive to the attainment of any of the objects of the Company.

Application of surpluses

8. Any surpluses generated by the Company shall be applied as determined by ordinary resolution of the Members, whether at a general meeting or by written resolution:
- 8.1. firstly, to fund the continuation, and (if the Members consider appropriate) development, of the Company; and

- 8.2. secondly, in making payments for social and charitable purposes.

Liability of Members

9. Each Member undertakes that if the Company is wound up while he/she/it is a Member (or within one year after he/she/it ceases to be a Member), he/she/it will contribute - up to a maximum of £1 - to the assets of the Company, to be applied towards:
- 9.1. payment of the Company's debts and liabilities contracted before he/she/it ceases to be a Member;
 - 9.2. payment of the costs, charges and expenses of winding up; and
 - 9.3. adjustment of the rights of the contributories among themselves.

Structure of the company

10. The structure of the Company consists of:-
- 10.1. the 'Members' - who have the right to attend general meetings and have important powers under the Articles and the Companies Acts; in particular, the Members can appoint people to serve as Directors and take decisions in relation to changes to the Articles themselves;
 - 10.2. the 'Associate Members' - who have the right to attend general meetings but have no voting rights; and
 - 10.3. the 'Directors' - who hold regular meetings and generally control and supervise the activities of the Company; in particular, the Directors are responsible for monitoring the financial position of the Company.
 - 10.4. The Chief Executive Officer ("CEO") - who is an employee of the Company and may be a Member and/or Associate Member of the Company but will not be a Director while acting as CEO, who is appointed by the Directors; the CEO attends general meetings and Directors' meetings, oversees the finances of the Company and promotes the Company and its objects.

Membership

11. The subscribers to the memorandum of association and such other individuals and bodies as are admitted to membership under articles 12 to 18 shall be the Members of the Company and a Member may not transfer his/her/its membership to any other individual or body.

Admission as a Member / Associate Member

12. Membership shall (subject to articles 11, 13 and 17) be open to individuals or bodies who/which are or may in future be either:
- a. the effective managers of individual units of self-catering, short-term let and/or other short stay accommodation; or
 - b. the effective managers of agencies operating as specialist property management or letting agents for such self-catering, short-term let or other short stay accommodation units.

13. Associate Membership shall (subject to this article and articles 11 and 17) be open to:

- a. suppliers and contractors who derive business from Members such as suppliers and manufacturers of furniture and equipment and suppliers of services to Members; and
- b. organisations or individuals operating in any way in the field of, or with an interest in, self-catering.

14. An individual or body eligible to be a Member or Associate Member under articles 12 or 13 who/which wishes to become a Member or Associate Member shall lodge with the Company a written/electronic application (in such form as the Directors require), accepting the Company's members' agreement.

15. Each application to become a Member or Associate Member shall be approved or declined by a suitably qualified person, appointed by the Directors to act on their behalf, or by the CEO.

16. The applicant shall be notified electronically (email) of that decision as soon as is reasonably practicable, but shall have the right to submit an appeal to the Directors.

17. The Directors and CEO shall be entitled at their discretion to decline to admit any individual or body as a Member or Associate Member. The decision of the CEO and/or the Directors is final.

18. Applicants for membership shall be required to enter into a members' agreement with the Company (in such terms as the Directors may prescribe from time to time) and on the basis that he/she/it shall not be admitted as a Member until the members' agreement process has been completed and any subscription due under article 19 has been paid.

Annual subscription

19. An annual membership subscription to be paid by Members and Associate Members ("Annual Membership Subscription") shall be due at rates determined by the Directors and/or the CEO from time to time. Failure to pay the Annual Membership Subscription within 30 days of the invoice being issued by the Company shall result in the termination of the membership.

Register of Members

20. The Directors shall arrange for the Company to maintain a register of Members and Associate Members setting out the full name and address of each Member or Associate Member, the date on which he/she/it was admitted to the Company and the date on which they ceased to be a Member or Associate Member.

Members' agreement

21. Each of the Members and Associate Members shall comply - and shall use all reasonable endeavours to ensure that where appropriate (and so far as applicable) all of its directors, partners, members, associate members and employees comply - with the members' agreement and associate members' agreement.

Resignation from / termination of membership

22. Any individual or body who/which wishes to resign as a Member or Associate

Member of the Company shall lodge with the Company a written notice of retiral (in such form as the Directors require) - giving at least 72 hours' notice, failing that a processing fee shall be applied to refund the payment- from him/her, an authorised signatory or in the case of a corporate body signed on its behalf by an appropriate officer; he/she/it shall cease to be a Member or Associate Member with effect from the date stated in the notice, always on the basis if the Member or Associate Member intimates their intention to resign within 14 days of paying their initial membership subscription, the initial membership subscription will be refunded minus the agreed processing fee. No refund will be issued for any resignation intimated after the 14 day period referred to above.

23. Any Member or Associate Member who fails to pay any subscription due under article 19 within the designated period shall be deemed to have resigned.
24. Any Member or Associate Member ceasing to qualify under the terms of articles 12 or 13 shall be deemed to have resigned.
25. Subject to articles 26-29, the Directors & CEO shall have the power to terminate the membership of Members or Associate Members:-
 - a. in the case of a Member, on the grounds that that Member (or any individual who is a director, partner, member or employee of that Member) is considered to have committed a material breach of the members' agreement (as referred to in article 21);
 - b. on the grounds that that Member or Associate Member (or any individual who is a director, partner, member or employee of that Member or Associate Member) is considered to have acted in a manner which has caused, or may cause, significant prejudice to the interests of the Company and/or all or a significant proportion of its Members or Associate Members; or
 - c. on any other grounds which are considered to warrant termination of membership of Members or Associate Members.
26. The Directors or CEO shall give at least 14 days' prior notice to any individual or body whose membership as a Member or Associate Member it is proposed to terminate, and the Member or Associate Member concerned shall be entitled to make written representations to the Directors with regard to the notice.
27. Any individual or body whose membership is terminated shall have the right to submit an appeal, in a manner and in a form as required by the Directors, to the CEO within three weeks of receiving the notice of termination, and any such appeal shall be heard by a panel, which procedure will be set down by the Directors, of three Members (two of whom shall be appointed by the Directors and/or the CEO and one of whom may be nominated by the affected Member, which failing shall also be appointed by the CEO or the Directors, and none of whom shall be Directors but may be the CEO) within three weeks of the intimation of the appeal.
28. In the event that the panel upholds the decision to terminate membership, the panel's decision is final.
29. Any individual or body whose membership or associate membership is terminated may have the balance of any Annual Membership Subscription

paid by them under article 19 returned at the discretion of the Directors, minus the processing fee.

General meetings

30. All meetings of Members shall be called general meetings.
31. In accordance with the Act, the Company shall not be required to hold annual general meetings.
32. The Directors must convene a general meeting if there is a valid requisition supported by five percent (5%) of Members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).
33. Subject to articles 34, 35 and 36, the Directors may convene general meetings whenever they think fit.

Notice of general meetings

34. At least 14 clear days' notice for general meetings must be given to all the Members, Associate Members, Directors and CEO; and (if auditors are in office at the time) to the auditors. For the avoidance of doubt, general meetings may be held in person, by telephone, video call, or other electronic means, as the directors may decide from time to time, provided only that, if an electronic communication method is used, it must allow all participants to hear and speak with each other effectively and to vote effectively.
35. The reference to "clear days" in article 34 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted (or, in the case of a notice sent by electronic means, the day after it was sent), and also the day of the meeting, should be excluded, but this period can be reduced at the discretion of the Members voting at the meeting.
36. A notice calling a meeting shall specify the time, date and place of the meeting and it shall:
 - a. indicate the general nature of the business to be dealt with at the meeting;
 - b. if a special resolution (see article 37) (or a resolution requiring special notice under the Act) is to be proposed, state that fact, giving the exact terms of the resolution; and
 - c. contain a statement informing Members of their right to appoint a proxy.

Special resolutions and ordinary resolutions

37. For the purposes of these articles, a "special resolution" means a resolution of the Members, which is either:
 - a. passed by 75% or more of the votes cast on the resolution by those present in person or by proxy at a general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 34 to 36 (for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the total number of votes cast in relation to the resolution, and

accordingly no account shall be taken of abstentions or Members absent from the meeting); or

- b. passed by Members representing not less than 75% of the total voting rights of eligible Members, when passed by way of a written resolution in accordance with articles 52 to 55.

38. In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the Company, by special resolution:

- a. to alter its name; and / or
- b. to alter any provision of these Articles or adopt new articles of association.

39. For the purposes of these Articles, an "ordinary resolution" means a resolution, which is either:

- a. passed by simple majority vote (taking account only of those votes cast in favour as compared with those votes cast against) by those present in person or by proxy at a general meeting, providing proper notice of the meeting has been given in accordance with articles 34 to 36; or
- b. passed by Members representing a simple majority of the total voting rights of eligible Members, where passed by way of written resolution in accordance with articles 52 to 55.

Proceedings at general meetings

40. The quorum for a general meeting shall be the lower of one percent (1%) of Members or fifteen (15) Members present in person or by proxy. No business shall be dealt with at any general meeting unless a quorum is present.

41. If the quorum required under article 40 is not present within half an hour after the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

42. The Chair of the Company shall (if present and willing to act) preside as chairperson of the meeting; the Chair is entitled to appoint a Vice-Chair at any time once appointed as Chair; if the Chair of the Company is not present and willing to act as chairperson of the meeting within 15 minutes of the time appointed for holding the meeting, the Vice-Chair will act as Chairperson (if the Vice-Chair is present and willing to act), which failing the Directors present shall elect one of their number to act as chairperson of the meeting, or, if there is only one Director present and willing to act, he/she shall be chairperson of the meeting.

43. A Director shall, notwithstanding that he/she is not a Member, be entitled to attend and speak at any general meeting.

44. The chairperson of the meeting may, with the consent of the meeting at which a quorum is present (and must, if the meeting requests him/her to do so), adjourn the meeting but not for a period in excess of thirty days; no notice need be given of an adjourned meeting.

45. A resolution put to the vote of a meeting shall be decided on a show of

hands unless before the show of hands, or immediately after the result of the show of hands is declared, a secret ballot is demanded by the chairperson of the meeting or by any person present at the meeting and entitled to vote (whether as a Member, as the authorised representative of a member which is a corporate body or as the proxy for a Member).

46. If a secret ballot is demanded in accordance with the preceding article, it shall be taken at once and shall be conducted in such manner as the chairperson of the meeting may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

Votes of Members

47. Every Member shall have one vote, which (whether on a show of hands or on a secret ballot) may be given either personally (in the case of a corporate body, via its duly authorised representative present at the meeting) or by proxy.
48. A Member which is a corporate body may, by resolution of its board of directors or other governing body, authorise an individual to act as its representative at any general meeting of the Company.
49. The chairperson of a general meeting may require an individual who claims that he/she is authorised to act as the representative of a corporate body at that meeting to give such evidence of that authority as the chairperson may reasonably direct.
50. An individual authorised in pursuance of article 48 shall be entitled to exercise the same powers on behalf of the Member which he/she represents as that corporate body could exercise if it were an individual Member.
51. The chairperson of a meeting shall be entitled to a casting vote if an equality of votes arises in relation to any resolution.

Written resolutions

52. A written resolution can be passed by the Members of the Company (having been proposed by either the Members or the Directors in accordance with the procedures detailed in Chapter 2 of Part 13 of the Act) and will have effect as if passed by the Members of the Company in general meeting; a written resolution is passed when the required majority of eligible Members have signified their agreement to it by sending to the Company (in hard copy or electronic form) an authenticated document which identifies the resolution to which it relates and which indicates the member's agreement to it (which agreement cannot thereafter be revoked).

53. For the purposes of the preceding article:-

- a. the reference to "eligible Members" is to those Members who would have been entitled to vote on the resolution on the circulation date of the resolution (which is either (a) the date on which copies of the written resolution are sent or submitted to the Members in accordance with the procedures detailed in Chapter 2 of Part 13 of the Act; or (b) if copies are sent or submitted to Members on different days, the first of those dates);
- b. the reference to "required majority" is to the majority required to pass an ordinary or a special resolution under the Act, as follows:-
 - i. in order to pass an ordinary resolution by way of written resolution, it must be passed (in accordance with article 52)

by Members representing a simple majority of the total voting rights of eligible Members;

- ii. in order to pass a special resolution by way of written resolution, it must be passed (in accordance with article 52) by Members representing not less than 75% of the total voting rights of eligible Members and the resolution must specifically state that it was proposed as a special resolution.

54. For the avoidance of doubt, a resolution to remove a Director (under section 168 of the Act) or a resolution to remove an auditor (under section 510 of the Act) cannot be proposed as a written resolution under article 52.

55. For the purposes of article 52, a proposed written resolution will lapse if it is not passed before the end of a period of 28 days beginning with the circulation date (as defined in article 53), and the agreement of any Member to a written resolution will be ineffective if signified after the expiry of that period.

Categories of Director

56. For the purposes of these articles:

"Director" means a director elected/appointed or re-elected under articles 60 to 68;

"Co-opted Director" means a director appointed or re-appointed under articles 69 to 71.

Number of Directors

57. The maximum number of directors shall be 15; out of that number, no more than 3 may be Co-opted Directors.

58. At any given time, no more than 25% of the total number of directors may be Co-opted Directors.

59. The minimum number of directors shall be four.

Election, retiral, re-election: Directors

60. Any Member who wishes to be considered for election as a Director at a general meeting convened for that purpose, or by written resolution must lodge with the company a written notice (in such form as the Directors require), confirming that he/she is willing to be appointed.

61. By ordinary resolution (whether at a general meeting or by written resolution) the Members may (subject to article 57) elect as a Director any Member who has confirmed his/her willingness to be appointed in accordance with article 60.

62. The directors may at any time appoint any Member (providing he/she is willing to act) to be a Director, either to fill a vacancy or (subject to article 57) as an additional Director.

63. A Member which is a corporate body may (subject to article 64) nominate any individual for election/appointment as a Director; he/she will then be deemed to be a Member for the purposes of articles 60 to 62.

64. No more than one individual nominated by each Member under article 63

may be a Director at any given time.

65. Each Director shall retire from office 36 months after appointment unless re-appointed.

66. At or after each annual cycle of appointment, the directors may re-appoint any person who, as a Director, retired from office under the preceding article; the directors may alternatively appoint someone in his/her place or resolve not to fill the vacancy.

67. The Members may (subject to article 57) at any general meeting re-elect any Director who retires from office at the meeting under article 65 (providing he/she is willing to act); if any such Director is not re-appointed, he/she shall retain office until the meeting appoints someone in his/her place or, if it does not do so, until the end of the meeting.

Appointment, vacating of office, re-appointment: Co-opted Directors

68. Subject to article 57, the directors may at any time appoint any individual to be a director (a "Co-opted Director") providing he/she is willing so to act.

69. Each Co-opted Director shall vacate office 12 months after appointment unless re-appointed by the directors.

70. At or after each annual cycle of appointment, the directors may re-appoint any person who, as a Co-opted Director, vacated office under the preceding article; the directors may alternatively appoint someone in his/her place or resolve not to fill the vacancy.

Disqualification and removal of directors

71. A director shall vacate office if:

- a. he/she ceases to be a director by virtue of any provision of the Act or becomes prohibited by law from being a director;
- b. he/she is sequestered;
- c. he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity has continued, or is expected to continue, for a period of more than six months;
- d. he/she becomes an employee of the Company;
- e. (in the case of a Director) he/she, or (as the case may be) the body which nominated him/her for election/appointment, ceases to be a Member;
- f. he/she resigns office by notice to the Company;
- g. he/she is absent (without permission of the directors) from more than three consecutive meetings of directors and the directors resolve to remove him/her from office;
- h. he/she is removed from office by resolution of the directors on the grounds that he/she is considered to have committed a material breach of the code of conduct for directors in force from time to time (as referred to in article 81); or

- i. he/she is removed from office by ordinary resolution (special notice having been given) in pursuance of section 168 of the Act.
72. A resolution under paragraph 71h shall be valid only if:-
- a. the director who is the subject of the resolution is given reasonable prior written notice by the directors of the grounds upon which the resolution for his/her removal is to be proposed;
 - b. the director concerned is given the opportunity to address the meeting of directors at which the resolution is proposed, prior to the resolution being put to the vote;
 - c. the director concerned is also allowed to bring along a person of their choice who shall be entitled to speak in their support; and
 - d. at least two thirds (to the nearest round number) of the directors then in office vote in favour of the resolution.

Appointments to offices

73. The directors shall elect from among themselves a Chair, and such other office bearers (if any) as they consider appropriate, and per provisions in these Articles, the Chair, once appointed shall be entitled to appoint a Vice-Chair.
74. All of the office bearers shall hold office until the directors determine otherwise or until the conclusion of their term as set out by the directors (not exceeding 12 months) and then may be re-elected
75. A person elected to any office shall cease to hold that office if he/she ceases to be a director, or if he/she resigns from that office by written notice to that effect.

Directors' interests

76. Subject to the provisions of the Act and provided that he/she has disclosed to the directors the nature and extent of any personal interest which he/she has (unless immaterial), and has complied with the code of conduct (as referred to in article 81), a director (notwithstanding his/her office):-
- a. may be a party to, or have some other personal interest in, any transaction or arrangement with the Company or any associated company;
 - b. may be a party to, or have some other personal interest in, any transaction or arrangement in which the Company or any associated company has an interest;
 - c. may be a director or secretary of, or have some other personal interest in, the Company and/or may be a director or secretary of, or employed by or have some other personal interest in any associated company; and
 - d. shall not, because of his/her office, be accountable to the Company for any benefit which he/she derives from any such office or employment or from any such transaction or arrangement or from any interest in any such company,

- and no such transaction or arrangement shall be liable to be treated as void on the ground of any such interest or benefit.
77. For the purposes of the preceding article, an interest of which a director has no knowledge and of which it is unreasonable to expect him/her to have knowledge shall not be treated as an interest of his/hers; the references to "associated company" shall be interpreted as references to any subsidiary of the Company or any other company in which the Company has a direct or indirect interest.
78. The directors shall be entitled, for the purposes of section 175 of the Act, to authorise (by way of resolution to that effect) any Conflict Situation that may arise (such that the duty of the director concerned, under that section, to avoid conflicts of interest is not infringed) and to amend or vary any such authorisation; the directors may give such authorisation subject to such terms and conditions as they may consider appropriate and reasonable in the circumstances.
79. For the purposes of article 78, a "Conflict Situation" means any situation or matter (other than one which cannot reasonably be regarded as likely to give rise to a conflict of interest) in which any director has or could have a direct or indirect interest that conflicts, or possibly might conflict, with the interests of the Company; and such that:-
- a. the situations and matters which fall within this definition may include (without limitation) (a) a situation where a director of the Company becomes an employee, director, member of the management committee, officer or elected representative of a body which is a party to a significant contract with the Company (or which is competing with the Company in the context of any grant application) and (b) any such situation or matter which relates to the exploitation of any property, information or opportunity (irrespective of whether the Company could take advantage of the property, information or opportunity);
 - b. "conflict of interest" for this purpose includes a conflict of interest and duty, and a conflict of duties.
80. For the avoidance of doubt, article 78 shall not apply to a conflict of interest arising in relation to a transaction or arrangement with the Company; any conflict of interest of that nature shall be governed by the provisions of articles 76 and 77, articles 84 to 88 and the code of conduct referred to in article 81.

Conduct of Directors

81. Each of the directors shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board of directors from time to time; for the avoidance of doubt, the code of conduct shall be supplemental to the provisions relating to the conduct of directors contained in these Articles, and the relevant provisions of these Articles shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.

Directors' remuneration and expenses

82. A director may be entitled to remuneration in respect of carrying out his/her duties as a director or as holder of any office under article 73 as determined by a majority of the directors.
83. The directors may be paid all travelling and other expenses properly incurred by them in connection with their attendance at meetings of directors, general meetings, meetings of committees of directors or otherwise in connection with the carrying-out of their duties.

Powers of Directors

84. Subject to the provisions of the Act and these Articles and to any directions given by special resolution, the business of the Company shall be managed by the directors who may exercise all the powers of the Company.
85. No alteration of these articles given by special resolution shall invalidate any prior act of the directors which would have been valid if that alteration had not been made or that direction had not been given.
86. The directors shall not be entitled to sell or otherwise dispose of any asset or assets which represent 25% or more of the open market value of the total assets of the Company (through a single transaction or series of transactions), or enter into any agreement or issue any undertaking (conditional or unconditional) to do so, without (in any such case) the prior sanction of a special resolution.
87. The powers conferred by article 96 shall not be limited by any special power conferred on the directors by these articles.
88. A meeting of directors at which a quorum is present may exercise all powers exercisable by the directors.

Proceedings of Directors

89. Subject to the provisions of these articles, the directors may regulate their proceedings as they think fit.
90. Any director may call a meeting of the directors or request the secretary to call a meeting of the directors, provided that the purpose of calling the meeting is stated at the same time.
91. The board of directors must meet not less than three times in each financial year. For the avoidance of doubt, Board meetings may be held in person, by telephone, video call, or other electronic means, as the directors may decide from time to time, provided only that, if an electronic communication method is used, it must allow all directors to hear and speak with each other effectively.
92. At least five working days' notice shall be given in relation to each meeting of the directors, unless the Chair (or as the case may be, the other director who is calling the meeting) is of the view (acting reasonably) that the delay associated with giving five working days' notice would be likely to cause significant prejudice to the interests of the Company, in which case he/she shall give such notice of the meeting as is reasonable in the circumstances.
93. Notice of every directors' meeting (including a short agenda in relation to the business to be conducted at the meeting) shall be issued

to each director at the e-mail address which was last notified by him/her to the Company for that purpose.

94. Only the business detailed in the agenda circulated to the directors may be considered at the meeting, subject to the qualification that any item of additional business may be considered if all of the directors present at the meeting consent to the consideration of that item of business.
95. Questions arising at a meeting of directors shall be decided by a majority of votes, and on the basis that every director shall have one vote.
96. In the case of an equality of votes, the chairperson of a meeting of directors shall have a second or casting vote.
97. The quorum for the transaction of the business of the directors, shall (subject to article 98) be three (3) directors or 50% (rounded upwards if necessary) of the total number of directors in office at the time, whichever is lower.
98. A quorum shall not be deemed to be constituted at any meeting of the directors unless the number of Directors attending the meeting exceeds the number of Co-opted Directors in attendance.
99. If the quorum required under article 97 (as read with article 97) is not present within half an hour after the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.
100. The continuing directors or a sole continuing director may act notwithstanding vacancies, but if the number of remaining directors is less than the number fixed as the quorum they may act only for the purpose of filling vacancies or of calling a general meeting.
101. Unless he/she is unwilling to do so, the Chair of the Company shall preside as chairperson at every meeting of directors at which he/she is present.
102. If the Chair of the Company is unwilling to act as chairperson of a meeting of directors or is not present within 15 minutes after the time appointed for the meeting, the Vice-Chair will act as Chair, on the basis the Vice-Chair is present and willing to act, which failing the directors may appoint one of their number to be chairperson of the meeting.
103. The directors shall be entitled to allow any person to attend and speak (but not vote) at any meeting of the directors; a person invited to attend a meeting of the Directors under the preceding provisions of this article shall not be entitled to exercise any of the powers of a director, and shall not be deemed to constitute a director for the purposes of the Act or any provision of these articles.
104. All acts done by a meeting of directors or by a meeting of a committee of directors or by a person acting as a director shall, notwithstanding that it is afterwards discovered that there was a defect in the appointment of any director or that any of them was disqualified from holding office or had vacated office or was not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
105. A director shall not vote at a meeting of directors or at a meeting of a

committee of Directors on any resolution concerning a matter in which he/she has, directly or indirectly, a personal interest or duty (unless immaterial) which conflicts or may conflict with the interests of the Company.

106. For the purposes of the preceding article:-

- a. an interest of a person who is taken to be connected with a director for any purpose of the Act shall be treated as a personal interest of the director;
- b. a director shall be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter; and
- c. an interest which is common to 75% or more of the Members of the Company shall not be deemed to be a personal interest or duty which conflicts or may conflict with the interests of the Company.

107. A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.

108. The Company may by special resolution suspend or relax to any extent, either generally or in relation to any particular matter, the provisions of articles 105 to 107.

109. If a question arises at a meeting of directors or at a meeting of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairperson of the meeting; his/her ruling in relation to any director other than himself/herself shall be final and conclusive.

Delegation to committees of directors and holders of offices

110. The directors may delegate any of their powers to any committee consisting of two or more directors; they may also delegate to the Chair of the Company or a director holding any other office such of their powers as they consider appropriate.

111. Any delegation of powers under the preceding article may be made subject to such conditions as the directors may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered.

112. Subject to any condition imposed in pursuance of the preceding article, the proceedings of a committee consisting of two or more directors shall be governed by the articles regulating the proceedings of meetings of directors so far as they are capable of applying.

113. In addition to their powers under article 110, the directors may delegate their powers to any committee consisting of one or more directors and such other individuals (who need not be directors or employees of the Company) as the directors may consider appropriate; the provisions of articles 111 and 112 shall apply in relation to any such committee, subject to the qualification that the role of any committee formed under the preceding provisions of this article shall be limited (except to the extent that the directors otherwise determine) to the issue of reports and recommendations for consideration by the board of directors.

Secretary

114. The directors may (notwithstanding the provisions of the Act), appoint a company secretary, and on the basis that the term of office, remuneration (if any), and other terms and conditions attaching to the appointment of the company secretary shall be as determined by the directors; the company secretary may be removed by the directors at any time.

Minutes

115. The directors shall ensure that minutes are made (in books or electronic files kept for the purpose) of all proceedings at general meetings, meetings of the directors and meetings of committees of directors; a minute of a meeting of directors or of a committee of directors shall include the names of the directors present, and the minutes of each meeting shall be signed in writing or electronically by the chairperson of that meeting.

Accounts

116. Accounting records shall be kept in accordance with all applicable statutory requirements and such accounting records shall, in particular, contain entries from day to day of all sums of money received and expended by the Company and the matters in respect of which such receipt and expenditure take place and a record of the assets and liabilities of the Company; such accounting records shall be open to inspection at all times by any director of the Company.

117. No Member shall (as such) have any right of inspecting any accounting records or other book or document of the Company except as conferred by statute or as authorised by the directors or by ordinary resolution of the Company.

118. The directors shall, in accordance with the Act, circulate to all Members not later than (a) the end of the period for filing accounts and reports, or (b) if earlier, the date on which it actually delivers its accounts and reports to Companies House:

(a) a copy of the Company's annual accounts; and

(b) a report from the CEO on the activities of the Company during that year.

Notices

119. Any notice to be given in pursuance of these articles shall be in writing, including in electronic written form.

120. The Company may give any notice to a Member in pursuance of these articles either personally **or** by sending it by post in a pre-paid envelope addressed to the Member at the address last intimated by him/her/it to the Company **or** by leaving it at that address; alternatively, in the case of a Member who/which has notified the Company of an electronic address to be used for this purpose, the Company may give any notice to that Member by electronic means.

121. A Member may give any notice to the Company either by sending it by post in a pre-paid envelope addressed to the Company at its registered office or by leaving it, addressed to the company secretary, at the Company's registered office or by sending it by electronic means to the email address given for the Company on the Company's website.

122. Any notice, if sent by post, shall be deemed to have been given at the expiry of twenty four hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.
123. Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Institute of Chartered Secretaries and Administrators.
124. A Member present or represented at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

Winding-up

125. On a winding up of the Company, a portion of the net assets of the Company remaining after settlement of its debts and liabilities may be distributed among the Members, or some or all of such net assets may be paid over, or transferred to, some other body or bodies which is/are providing similar services on a similar basis
126. The distribution of net assets amongst Members and the identity of the body or bodies to which net assets are to be transferred in pursuance of article 137, and (if there are two or more) the proportions in which they are to receive such net assets, shall be determined at the time by ordinary resolution.

Indemnity

127. Every director or other officer or auditor of the Company shall be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) out of the assets of the Company against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office including, without prejudice to that generality (but only to the extent permitted by those sections of the Act), any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.
128. For the avoidance of doubt, the Company shall be entitled to purchase and maintain for any director insurance against any loss or liability which any director or other officer of the Company may sustain or incur in connection with the execution of the duties of his/her office, and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a Director).