

Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

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**Articles of Association**  
**of**  
**BRISTOL REFUGEE RIGHTS**

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## The Companies Act 2006

### Company Limited by Guarantee and not having a Share Capital

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## **The Companies Act 2006**

### **Company Limited by Guarantee and not having a Share Capital**

#### **Articles of Association of BRISTOL REFUGEE RIGHTS**

##### **INTERPRETATION**

###### **1. Defined terms**

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

##### **OBJECTS AND POWERS**

###### **2. Objects**

The Charity's objects are specifically restricted to the following:

- 2.1 To relieve the needs of asylum seekers and refugees by the provision of information, advice and support;
- 2.2 To preserve and protect the physical and mental health of asylum seekers and their dependants and those granted refugee status and their dependants;
- 2.3 To advance the education of the public in general about the issues relating to refugees and those seeking asylum;
- 2.4 To provide facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities;
- 2.5 To advance the education and training of refugees, asylum seekers and their dependants;
- 2.6 To promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) by all or any of the following means:
  - (i) Relieving need among the victims of human right abuse;
  - (ii) Conducting research into human rights abuses;
  - (iii) Educating the public about human rights;

- (iv) Raising awareness of human rights issues;
- (v) Promoting public support for human rights;
- (vi) Promoting respect for human rights among individuals and corporations.

### **3. Powers**

To further its objects the Charity may:

- 3.1 Promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;
- 3.2 Provide or procure the provision of advice;
- 3.3 Provide or procure the provision of counselling and guidance;
- 3.4 Publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media including electronic media;
- 3.5 Provide and assist in the provision of money, materials or other help;
- 3.6 Organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
- 3.7 Co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them;
- 3.8 Establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 3.9 Raise funds by way of subscription, donation or otherwise;
- 3.10 Trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 3.11 Borrow or raise and secure the payment of money for any legal purpose including for the purposes of investment or of raising funds (the Charity must comply as appropriate with the Charities Act if it wishes to mortgage land);
- 3.12 Acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities;

- 3.13 Dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit (in exercising this power the Charity must comply as appropriate with the Charities Act);
- 3.14 Lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 3.15 Open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 3.16 Accept (or disclaim) gifts of money and any other property;
- 3.17 Invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
- 3.18 Arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a Financial Expert or Experts acting under their instructions and pay any reasonable fee required;
- 3.19 Insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;
- 3.20 Provide indemnity insurance for the Trustees or any other officer of the Charity in accordance with, and subject to the conditions in, section 73F of the Charities Act (provided that in the case of an officer who is not a Trustee, the second and third references to "charity trustees" in the said section 73F(1) shall be treated as references to officers of the Charity);
- 3.21 Subject to Article 4.1:
  - 3.21.1 engage and pay employees, consultants and professional or other advisers; and
  - 3.21.2 make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants;
- 3.22 Enter into contracts to provide services to or on behalf of other bodies;

- 3.23 Become a Legal Member, associate or affiliate of or act as trustee or appoint trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 3.24 Undertake and execute charitable trusts;
- 3.25 Amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of anybody having objects wholly or in part similar to those of the Charity;
- 3.26 Incorporate subsidiary companies to carry on any trade;
- 3.27 Alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to those which an English and Welsh charity may properly undertake;
- 3.28 Pay out of the funds of the Charity the costs of forming and registering the Charity;
- 3.29 Do all such other lawful things as may further the Charity's objects.

#### **4. Benefits To Legal Members And Trustees**

- 4.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the **Legal Members** but:
  - 4.1.1 Legal Members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
  - 4.1.2 Legal Members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
  - 4.1.3 Legal Members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
  - 4.1.4 Individual Legal members (including Trustees) who are also beneficiaries may receive charitable benefits in that capacity.

- 4.2 A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except:
- 4.2.1 As mentioned in clauses 3.20 (indemnity insurance), 4.1.2 (interest), 4.1.3 (rent), 4.1.4 (charitable benefits) or 4.3 (contractual payments);
  - 4.2.2 Reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
  - 4.2.3 An indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
  - 4.2.4 payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
  - 4.2.5 in exceptional cases, other payments or benefits (but only with the **written** approval of the Commission in advance).
- 4.3 A Trustee may not be an employee of the Charity, but a Trustee or a **connected person** may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
- 4.3.1 the goods or services are actually required by the Charity;
  - 4.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 4.4; and
  - 4.3.3 no more than two of the Trustees are interested in such a contract in any **financial year**.
- 4.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, he or she must:
- 4.4.1 declare an interest before the meeting or at the meeting before discussion begins on the matter;
  - 4.4.2 be absent from the meeting for that item unless expressly invited to remain in order to provide information;



- 4.4.3 not be counted in the quorum for that part of the meeting; and
- 4.4.4 be absent during the vote and have no vote on the matter.
- 4.4.5 This clause may not be amended without the written consent of the Commission in advance.

## **LIABILITY, INDEMNITY AND WINDING UP**

### **5. Liability of Legal Members**

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

- 5.1.1 payment of the Charity's debts and liabilities contracted before he, she or it ceases to be a Legal Member;
- 5.1.2 payment of the costs, charges and expenses of winding up; and
- 5.1.3 adjustment of the rights of the contributories among themselves.

### **6. Indemnity**

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

### **7. Winding up**

7.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:

- 7.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;

- 7.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects;
  - 7.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- 7.2 A final report and statement of account must be sent to the Commission.

## **TRUSTEES**

### ***TRUSTEES' POWERS AND RESPONSIBILITIES***

#### **8. Trustees' general authority**

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

#### **9. Legal Members' reserve power**

- 9.1 The Legal Members may, by Special Resolution, direct the Trustees to take, or refrain from taking, specified action.
- 9.2 No such Special Resolution invalidates anything which the Trustees have done before the passing of the resolution.

#### **10. Chair and other officers**

- 10.1 The Trustees may appoint one of their number to be the Chair of the Trustees annually and may at any time remove him or her from that office.
- 10.2 The Trustees may appoint any one of their number to be the Secretary, Treasurer and other honorary officers of the Trustees annually and may at any time remove him or her from that office.

#### **11. Trustees may delegate**

- 11.1 Subject to the Articles, the Trustees may delegate any of their powers or functions to any committee consisting of two or more individuals appointed by them.

- 11.2 Subject to the Articles, the Trustees may delegate the implementation of their decisions or day to day management of the affairs of the Charity to any person or committee.
- 11.3 Any delegation by the Trustees may be:
- 11.3.1 by such means;
  - 11.3.2 to such an extent;
  - 11.3.3 in relation to such matters or territories; and
  - 11.3.4 on such terms and conditions;
- as they think fit.
- 11.4 The Trustees may authorise further delegation of the relevant powers, functions, implementation of decisions or day to day management by any person or committee to whom they are delegated.
- 11.5 The Trustees may revoke any delegation in whole or part, or alter its terms and conditions.
- 11.6 The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.

## **12. Committees**

- 12.1 In the case of delegation of the Trustees' powers to committees:
- 12.1.1 the resolution making the delegation must specify those who shall serve or be asked to serve on the committee (although the resolution may allow the committee to make co-options up to a specified number);
  - 12.1.2 the composition of any committee shall be entirely in the discretion of the Trustees, must include one Trustee but may include such of their number as the resolution may specify;
  - 12.1.3 the deliberations of any committee must be reported regularly to the Trustees and any resolution passed or decision taken by any committee must be reported promptly to the Trustees and every committee must appoint a Chair for that purpose;

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

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

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

### **13. Delegation of investment management**

The Trustees may delegate the management of investments to a Financial Expert or Experts.

#### ***DECISION-MAKING BY TRUSTEES***

### **14. Trustees to take decisions collectively**

Any decision of the Trustees must be either a majority decision at a meeting or a decision taken in accordance with Article 20.

### **15. Calling a Trustees' meeting**

15.1 Two Trustees may (and the Secretary, if any, must at the request of two Trustees) call a Trustees' meeting.

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

15.2.1 all the Trustees agree; or

15.2.2 urgent circumstances require shorter notice.

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

15.4 Every notice calling a Trustees' meeting must specify:

15.4.1 the place, day and time of the meeting;

15.4.2 the general particulars of all business to be considered at such meeting; and

15.4.3 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.

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

15.6 Notice of Trustees' meetings may be sent by Electronic Means to an Address provided by the Trustee for the purpose.

## **16. Participation in Trustees' meetings**

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

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

16.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

16.2 In determining whether Trustees are participating in a Trustees' meeting, it is irrelevant where any Trustee is or how they communicate with each other.

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

## **17. Quorum for Trustees' meetings**

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

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

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

17.3.1 to appoint further Trustees, or

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

## **18. Chairing of Trustees' meetings**

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

## **19. Decision-making at meetings**

19.1 Questions arising at a Trustees' meeting shall be decided by a majority of votes.

19.2 In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have, unless, in accordance with the Articles, the Chair of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes.

## **20. Decisions without a meeting**

20.1 The Trustees may take a unanimous decision without a Trustees' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in Writing.

20.2 A decision which is made in accordance with Article 20.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

20.2.1 approval from each Trustee must be received by one person being either such person as all the Trustees have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;

20.2.2 following receipt of responses from all of the Trustees, the Recipient must communicate to all of the Trustees (by any means) whether the resolution has been formally approved by the Trustees in accordance with this Article 20.2;

20.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

20.2.4 the Recipient must prepare a minute of the decision in accordance with Article 49.

## **21. Trustees' power to authorise a conflict of interest**

21.1 The Trustees have power to authorise a Trustee to be in a position of Conflict of Interest provided:

21.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Trustee must comply with the following:

- (a) he/she must remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
- (b) not be counted in the quorum for that part of the meeting; and
- (c) withdraw during the vote and have no vote on the matter.

## **22. Register of Trustees' interests**

The Trustees must cause a register of Trustees' interests to be kept. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.

### ***APPOINTMENT AND RETIREMENT OF TRUSTEES***

## **23. Number of Trustees**

23.1 There shall be at least five Trustees and not more than twelve.

23.2 One place on the Board of Trustees will be held for a Beneficiary member (a beneficiary of the Charity nominated by the Member Consultation Group) representative and one place will be held for a volunteer representative (a volunteer is an individual who is currently

volunteering at the Charity but who is not also a beneficiary of the Charity). They will be full members of the Board of Trustees and have the same rights and powers as other Trustees.

## **24. Appointment of Trustees and retirement of Trustees by rotation**

24.1 Those persons notified to the Registrar of Companies as the first directors of the Charity shall be the first Trustees. All Trustees will also be Company Directors.

24.2 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 he/she is a Legal Member or appointed by an Organisation which is a Group Legal Member:

24.2.1 by ordinary resolution; or

24.2.2 by a decision of the Trustees.

24.3 At every annual general meeting the following Trustees must retire from office but may (subject to the provisions of this Article 24) offer themselves for reappointment by the Legal Members:

24.3.1 one-third of the Trustees who are subject to retirement by rotation, or the number nearest to one-third; and

24.3.2 any Trustees who have been appointed by the Trustees since the last annual general meeting.

24.4 The following rules shall apply to determine who shall retire by rotation under Article 24.3.1:

24.4.1 the Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

24.4.2 As between persons who became or were last reappointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be decided by lot.

24.4.3 If there is only one Trustee who is subject to retirement by rotation, he or she shall retire.



- 24.4.4 Trustees appointed by the Trustees under Article 24.2.2 shall not be taken into account in determining the Trustees who are to retire by rotation.
- 24.5 Subject to Article 24.6, if the Charity at the meeting at which a Trustee retires by virtue of Article 24.3.1 does not fill the vacancy, the retiring Trustee will, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-appointment of the Trustee is put to the meeting and lost.
- 24.6 On coming to the end of a term of office or consecutive terms of office lasting more than six years in total, a Trustee must take a break from office and may not be reappointed until the earlier of:
- 24.6.1 the anniversary of the commencement of his or her break from office; and
- 24.6.2 if applicable, the annual general meeting following the annual general meeting at which his or her break from office commenced.
- 24.7 No person may be appointed as a Trustee unless he or she has reached the age of 18 years.
- 24.8 A Trustee retiring by virtue of Article 24.3.1 (requirement for one third to retire at AGM) may be reappointed at a general meeting:
- 24.8.1 If he or she is recommended by a majority of the Trustees; or
- 24.8.2 at least 10 but not more than 35 Clear Days before the date appointed for the meeting, notice executed by a Legal Member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he or she were so appointed or reappointed, be required to be included in the Charity's register of Trustees together with notice executed by that person of his or her willingness to be appointed or reappointed.
- 24.9 For all other Trustees, at least five but not more than 28 Clear Days before the date appointed for holding a general meeting notice must be given to all who are entitled to receive notice of the meeting of any

person (other than a Trustee retiring by virtue of Article 24.3.1 at the meeting) who is recommended by the Trustees for appointment or reappointment as a Trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him or her at the meeting for appointment or reappointment as a Trustee. The notice must give such information about the Trustee as the Trustees shall decide.

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

24.10.1 the meeting appoints someone in his or her place, or

24.10.2 (if no one is appointed in his or her place) until the end of the meeting.

24.11 A Trustee may not appoint an alternate Trustees or anyone to act on his or her behalf at meetings of the Trustees.

## **25. Termination of Trustee's appointment**

A person ceases to be a Trustee as soon as:

25.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006, or is prohibited from being a director by law;

25.2 that person is disqualified under the Charities Act from acting as a trustee of a charity;

25.3 a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

25.4 a composition is made with that person's creditors generally in satisfaction of that person's debts;

25.5 the Trustees reasonably believe he or she is incapable of acting by virtue of their physical/mental health and they resolve that he or she be removed from office;

25.6 notification is received by the Charity from the Trustee that the Trustee is resigning from office, and such resignation has taken effect in

accordance with its terms (but only if at least three Trustees will remain in office when such resignation has taken effect);

- 25.7 the Trustee fails to attend three consecutive meetings of the Board of Trustees without notice and the Trustees resolve that the Trustee be removed for this reason;
- 25.8 at a general meeting of the Charity, a resolution is passed that the Trustee be removed from office, provided the meeting has invited the views of the Trustee concerned and considered the matter in the light of such views; or
- 25.9 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of either, at the option of the Trustee being removed, being heard by or of making written representations to the Trustees;
- 25.10 the Trustee ceases to be a Legal Member (but such person may be reinstated by resolution passed by all other Trustees on resuming membership before the next annual general meeting).

## **MEMBERS**

### ***BECOMING AND CEASING TO BE A LEGAL MEMBER***

#### **26. Becoming a Legal Member**

- 26.1 The Legal Members of the Charity shall be the subscribers to the Memorandum and such other persons as are admitted to membership by the Trustees in accordance with the Articles.
- 26.2 With the exception of the subscribers to the Memorandum, no person may become a Legal Member of the Charity unless:
  - 26.2.1 that person has completed an application for membership in a form approved by the Trustees;
  - 26.2.2 in the case of an individual applying to be a Legal Member (also known as a Friend) is at the date he or she submits their application for membership to the Trustees:

- (a) over 18 years of age old,
- (b) lives, works or has in the opinion of the Trustees a sufficient connection to the Area of Benefit; and
- (c) who the Trustees in their sole discretion consider is interested in promoting the objects of the Charity;

26.2.3 in the case of a corporate entity community group, charity, not for profit organisation or voluntary organisation (also known as a Group Friend or a Member Organisation), is at the date it submits its application for membership to the Trustees considered by the Trustees in their sole discretion to be interested in promoting the objects of the Charity; and

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

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

26.4 The names of the Legal Members of the Charity must be entered in the register of Legal Members.

26.5 Classes of Legal Membership:

26.5.1 The Trustees may establish different classes of membership (including informal membership), prescribe their respective privileges and duties and set the amounts of any subscriptions.

## **27. Termination of membership**

27.1 Membership is not transferable.

27.2 A Legal Member shall cease to be a Legal Member:

27.2.1 If the Legal Member gives written notice of resignation to the Charity;

- 27.2.2 if the Legal Member dies or, if it is an organisation, ceases to exist;
- 27.2.3 on the expiry of at least seven Clear Days' notice given by the Legal Member to the Charity of his, her or its intention to withdraw; or
- 27.2.4 if any subscription or other sum payable by the Legal Member to the Charity is not paid on the due date and remains unpaid at the end of the period of six calendar months beginning with the due date. The Trustees may re-admit to membership any person who ceases to be a Legal Member on this ground on him, her or it paying such reasonable sum as the Trustees may determine;
- 27.2.5 if, at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed resolving that the Legal Member be expelled on the ground that his, her or its continued membership is harmful to or is likely to become harmful to the interests of the Charity. Such a resolution may not be passed unless the Legal Member has been given at least 14 Clear Days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees. A Legal Member expelled by such a resolution will nevertheless remain liable to pay to the Charity any subscription or other sum owed by him, her or it.

### ***ORGANISATION OF GENERAL MEETINGS***

#### **28. Annual general meetings**

- 28.1 The Charity must hold an annual general meeting within 18 months of incorporation and afterwards once in every calendar year and not more than 15 months shall pass between one annual general meeting and the next. It shall be held at such time and place as the Trustees think fit.
- 28.2 At an AGM, the Legal Members:
- (a) Receive the accounts of the Charity for the previous financial year;
  - (b) Receive the Trustees' report on the Charity's activities since the previous AGM;

- (c) Accept the retirement of those Trustees who wish to retire or who are retiring by rotation;
- (d) Elect Trustees to fill the vacancies arising;
- (e) Appoint independent examiners for the Charity;
- (f) May confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity; and
- (g) May discuss and determine any issues of policy or deal with any other business put before them by the Trustees.

## **29. Other general meetings**

- 29.1 The Trustees may call a general meeting at any time.
- 29.2 The Trustees must call a general meeting if required to do so by the Legal Members under the Companies Acts.

## **30. Length of notice**

All general meetings must be called by either:

- 30.1 at least 14 Clear Days' notice; or
- 30.2 shorter notice if it is so agreed by a majority in number of the Legal Members having a right to attend and vote at that meeting. Any such majority must together represent at least 90% of the total voting rights at that meeting of all the Legal Members.

## **31. Contents of notice**

- 31.1 Every notice calling a general meeting must specify the place, day and time of the meeting, whether it is a general or an annual general meeting, and the general nature of the business to be transacted.
- 31.2 If a special resolution is to be proposed, the notice must include the proposed resolution and specify that it is proposed as a special resolution.
- 31.3 In every notice calling a meeting of the Charity there must appear with reasonable prominence a statement informing the Legal Member of his,

her or its rights to appoint another person as his, her or its proxy at a general meeting.

### **32. Service of notice**

Notice of general meetings must be given to every Legal Member, to the Trustees and to the independent examiner of the Charity.

### **33. Attendance and speaking at general meetings**

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

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

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

33.2.2 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.

33.3 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.

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

33.5 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.

### **34. Quorum for general meetings**

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

34.2 Eight persons entitled to vote on the business to be transacted (each being a Legal Member, a proxy for a Legal Member or a duly authorised

representative of a Legal Member) or 30% of the total membership (represented in person, by proxy or by duly authorised representative) whichever is greater shall be a quorum.

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

### **35. Chairing general meetings**

- 35.1 The Chair (if any) or in his or her absence some other Trustee nominated by the Trustees will preside as chair of every general meeting.

- 35.2 If neither the Chair nor any Trustee nominated in accordance with Article 35 is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to chair the meeting and, if there is only one Trustee present and willing to act, he or she shall be chair of the meeting.

- 35.3 If no Trustee is present and willing to act as chair of the meeting within fifteen minutes after the time appointed for holding the meeting, the Legal Members present in person, by proxy or by duly authorised representative and entitled to vote must choose one of the Legal Members present in person to be chair of the meeting. For the avoidance of doubt, a proxy holder who is not a Legal Member entitled to vote shall not be entitled to be appointed chair of the meeting.

### **36. Attendance and speaking by Trustees and non-Legal Members**

- 36.1 A Trustee, even if not a Legal Member, may attend and speak at any general meeting.

- 36.2 The chair of the meeting may permit other persons who are not Legal Members of the Charity to attend and speak at a general meeting.

### **37. Adjournment**

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



- 37.1.1 the meeting consents to an adjournment, or
- 37.1.2 it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 37.2 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 37.3 When adjourning a general meeting, the chair of the meeting must:
  - 37.3.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees; and
  - 37.3.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 37.4 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Charity must give at least 7 Clear Days' notice of it:
  - 37.4.1 to the same persons to whom notice of the Charity's general meetings is required to be given; and
  - 37.4.2 containing the same information which such notice is required to contain.
- 37.5 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

### ***VOTING AT GENERAL MEETINGS***

#### **38. Voting: general**

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

#### **39. Votes**

- 39.1 On a vote on a resolution to be decided either by a show of hands at a meeting or by a poll at a meeting every person present (whether in person, by proxy or duly authorised representative of a Legal Member) shall have one vote, provided that if such a person attends the meeting in more than one capacity, he or she is not entitled to cast more than one vote.
- 39.2 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have.
- 39.3 No Legal Member shall be entitled to vote at any general meeting unless all monies presently payable by him, her or it to the Charity have been paid.
- 39.4 Except where otherwise provided by this document or the Companies Act, every issue is decided by a simple majority of votes cast.
- 39.5 The following provisions apply to any organisation that is a Legal Member (“a Member Organisation”):
- 39.5.1a Member Organisation may nominate any individual to act as its representative (“a Nominee”) at any meeting of the Charity;
- 39.5.2the Member Organisation must give notice in Writing to the Charity of the name of its Nominee. The Nominee will not be entitled to represent the Member Organisation at any meeting of the Charity unless such notice has been received by the Charity. The Nominee may continue to represent the Member Organisation until notice in Writing is received by the Charity to the contrary;
- 39.5.3a Member Organisation may appoint a Nominee to represent it at a particular meeting of the Charity or at all meetings of the Charity until notice in Writing to the contrary is received by the Charity;
- 39.5.4any notice in Writing received by the Charity shall be conclusive evidence of the Nominee’s authority to represent the Member Organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the Nominee has been properly appointed by the Member Organisation;

39.5.5 subject to Article 39.1, the Nominee is entitled to exercise (on behalf of the Member Organisation) the same powers as the Member Organisation could exercise as if it were an individual Legal Member;

39.5.6 subject to Article 39.1 on a vote on a resolution on a show of hands at a meeting of the Charity, the Nominee has the same voting rights as the Member Organisation would be entitled to if it was an individual Legal Member present in person at the meeting; and

39.5.7 the power to appoint a Nominee under this Article 39.5 is without prejudice to the Member Organisation's rights under the Companies Acts and the Articles to appoint a proxy or a corporate representative.

#### **40. Errors and disputes**

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

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

#### **41. Poll votes**

41.1 A poll on a resolution may be demanded:

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

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

41.2 A poll may be demanded by:

41.2.1 the chair of the meeting;

41.2.2 the Trustees;

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

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

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

41.3 A demand for a poll may be withdrawn if:

41.3.1 the poll has not yet been taken; and

41.3.2 the chair of the meeting consents to the withdrawal.

41.4 Polls must be taken immediately and in such manner as the chair of the meeting directs.

## **42. Content of proxy notices**

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

42.1.1 states the name and address of the Legal Member appointing the proxy;

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

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

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

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

42.3 Proxy Notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

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

42.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

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

### **43. Delivery of proxy notices**

43.1 A Proxy Notice and any evidence of authority under which it is executed may:

43.1.1 be deposited at the registered office of the Charity or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting at least 48 hours (not including any part of a day that is a Saturday, Sunday or Public Holiday) before the time for holding the meeting or adjourned meeting at which the person named in the Proxy Notice proposes to vote; or

43.1.2 where an Address for the purpose of sending or receiving Documents or information by Electronic Means has been specified:

(a) in the notice calling the meeting; or

(b) in any instrument of proxy sent out by the Charity in relation to the meeting; or

(c) in any invitation to appoint a proxy issued by the Charity in relation to the meeting;

be sent by Electronic Means to that Address provided it is received at such address not less than 48 hours (not including any part of a day that is a Saturday, Sunday or Public Holiday) before the time for holding the meeting or adjourned meeting at which the person named in the Proxy Notice proposes to vote;

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

- 43.2 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.
- 43.3 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.
- 43.4 A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

#### **44. Amendments to resolutions**

- 44.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
- 44.1.1 notice of the proposed amendment is given to the Charity in Writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chair of the meeting may determine); and
- 44.1.2 the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.
- 44.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
- 44.2.1 the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed; and
- 44.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 44.3 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

### **WRITTEN RESOLUTIONS**

#### **45. Written resolutions**

- 45.1 Subject to Article 45.3, a written resolution of the Charity passed in accordance with this Article 45 shall have effect as if passed by the Charity in general meeting:
- 45.1.1A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the eligible Legal Members.
- 45.1.2A written resolution is passed as a special resolution if it is passed by Legal Members representing not less than 75% of the eligible Legal Members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 45.2 In relation to a resolution proposed as a written resolution of the Charity the eligible Legal Members are the Legal Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.
- 45.3 A Legal Members' resolution under the Companies Acts removing a Trustee or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 45.4 A copy of the written resolution must be sent to every Legal Member together with a statement informing the Legal Member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Acts.
- 45.5 A Legal Member signifies their agreement to a proposed written resolution when the Charity receives from them (or from someone acting on their behalf) an authenticated Document identifying the resolution to which it relates and indicating the Legal Member's agreement to the resolution. For these purposes:
- 45.5.1if the Document is sent to the Charity in Hard Copy Form, it is authenticated if it bears the signature of the person sending it;
- 45.5.2if the Document is sent to the Charity in Electronic Form, it is authenticated if the identity of the sender is confirmed in a manner specified by the Charity or, where no such manner has been specified by the Charity, if the communication contains or is accompanied by a statement of the identity of the sender and the Charity has no reason to doubt the truth of that statement.

45.6 A written resolution is passed when the required majority of eligible Legal Members have signified their agreement to it.

45.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the Circulation Date.

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **46. Means of communication to be used**

46.1 Subject to the Articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.

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

46.3 A Trustee may agree with the Charity that notices or Documents sent to that Trustee in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

### **47. Secretary**

A Secretary may be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit, and may be removed by them. If there is no Secretary:

47.1 Anything authorised or required to be given or sent to, or served on, the Charity by being sent to its Secretary may be given or sent to, or served on, the Charity itself, and if addressed to the Secretary shall be treated as addressed to the Charity; and

47.2 Anything else required or authorised to be done by or to the Secretary of the Charity may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

### **48. Irregularities**



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

#### **49. Minutes**

The Trustees must cause minutes to be made in books kept for the purpose:

- 49.1 of all appointments of officers made by the Trustees;
- 49.2 of all resolutions of the Charity and of the Trustees (including, without limitation, decisions of the Trustees made without a meeting); and
- 49.3 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;

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

#### **50. Records and accounts**

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

- 50.1.1 annual reports;

- 50.1.2 annual returns; and

- 50.1.3 annual statements of account.

- 50.2 Except as provided by law or authorised by the Trustees or an ordinary resolution of the Charity, no person is entitled to inspect any of the

Charity's accounting or other records or Documents merely by virtue of being a Legal Member.

**51. Regulations**

The Trustees may, from time to time, make, repeal or alter regulations as to the management of the Charity and its affairs, the duties of any officers or employees of the Charity, the conduct of business of the Trustees or any committee and any of the matters or things within the powers or under the control of the Trustees. Such regulations must not be inconsistent with the Companies Acts, the Articles or any rule of law.

**52. Exclusion of model articles**

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

## SCHEDULE

### INTERPRETATION

#### Defined terms

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

	<b>Term</b>	<b>Meaning</b>
1.1	“Address”	includes a number or address used for the purposes of sending or receiving documents by Electronic Means;
1.2	“Area of Benefit”	means the City of Bristol and the South West of the United Kingdom as reasonably determined by the Trustees in their sole discretion;
1.3	“Articles”	the Charity’s articles of association;
1.4	“Chair”	has the meaning given in Article 10;
1.5	“Charity”	Bristol Refugee Rights;
1.6	“Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7	“Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8	“Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Charity;
1.9	“Conflict of Interest”	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict

with the interests of the Charity;

1.10 “Connected Person”

any person falling within one of the following categories:

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

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

(c) any person living with a Trustee as his or her partner; or

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

1.11 “Document”

includes, unless otherwise specified, any document sent or supplied in Electronic Form;

1.12 “Electronic Form” and “Electronic Means”

have the meanings respectively given to them in Section 1168 of the Companies Act 2006;

1.13 “Financial Expert”

an individual, company or firm who, or which, is authorised to give investment advice under the Financial Services and Markets Act 2000;

1.14 “Hard Copy” and “Hard Copy Form”

have the meanings respectively given to them in the Companies Act 2006;

1.15 “Proxy Notice”

has the meaning given in Article 43;

1.16 “Public Holiday”

means Christmas Day, Good Friday and any day that is a bank holiday under the Banking and Financial Dealings Act 1971

- in the part of the United Kingdom where the company is registered;
- 1.17 “Secretary” the secretary of the Charity (if any);
- 1.18 “Subsidiary Company” any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company;
- 1.19 “Trustee” a director of the Charity, and includes any person occupying the position of director, by whatever name called; and
- 1.20 “Writing” the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.
2. Subject to clause 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when the Articles become binding on the Charity.