

**THE COMPANIES ACTS 1985 to 2006**

**Company Limited by Shares**

**SECTION 129(B) EDUCATION REFORM ACT 1988 – DESIGNATED  
INSTITUTION CONDUCTED BY A COMPANY**

**ARTICLES OF ASSOCIATION OF  
THE UNIVERSITY COLLEGE OF OSTEOPATHY**

**incorporating**

**INSTRUMENT AND ARTICLES OF  
GOVERNMENT**

**1. Meaning of Words**

1.1 In these Articles the words in the first column of the table below will have the meanings shown opposite them in the second column, as long as this meaning is consistent with the subject or context:-

<b>1.2 Words</b>	<b>Meanings</b>
Act	The Companies Act 2006
Company	The University College of Osteopathy
Articles	These Articles of Association
Board	The Board of Directors is the governing body of the Company
Directors	The Directors of the Company who are charity trustees
Office	The registered office of the Company

Seal	The common seal of the Company
Signed	Shall include faxes of signatures, signatures provided in electronic form as permitted or prescribed by the Company and other forms of authentication that are permitted by law
United Kingdom	Great Britain and Northern Ireland
Members	Holders of shares in the Company
In writing	Written, printed or lithographed or partly one and partly another, and other ways of showing and reproducing words in a visible form
Vice-Chancellor	the Chief Executive equivalent of the company (formerly “Principal & Chief Executive”)
Objects	the charitable objects of the Company as set out in Article 4
Table A	as set out in the Companies (Tables A to F) Regulations 1985 (SI 1985/805) (as amended)
Nominated Member	a person nominated and approved by the Board of Directors to hold shares in the Company
Mentally Incapable	a Member lacking capacity (under section 2 of the Mental Capacity Act 2005) to make decisions in relation to the Company or his/her shareholding
Senior Post	the Vice-Chancellor and such other posts as determined by the Board from time to time

1.3 Words in the singular form include the plural and vice versa.

1.4 The word "person" or "people" include corporations.

Apart from the words defined above, any words or expression defined in the Act or any change to the Act in force when these Articles become

binding on the Company will have the same meanings in these Articles, provided they are consistent with the subject or context.

1.5 Headings are not part of the Articles.

1.6 A reference to a statute or statutory provision includes a reference to any statutory amendment or replacement of that provision and to any subordinate legislation made under it.

## **2. Name of Company**

The name of the Company is The University College of Osteopathy, called in this document "the Company".

## **3. Registered Office**

The registered office of the Company will be in England and Wales.

## **4. Objects of the Company**

4.1 The Objects of the Company are:-

- (a) To promote the general advancement of education, professional and otherwise; and to organise and deliver quality courses of instruction, clinical demonstration, scholarship and research.
- (b) To prepare and qualify those who wish to maintain and practise the system of osteopathy and/or other allied, related or ancillary health sciences disciplines which have either statutory regulation or robust mechanisms of self-regulation.
- (c) To encourage and if necessary provide means of disseminating information regarding osteopathy and/or other allied, related or ancillary health sciences among the osteopathic and/or other allied, related or ancillary health sciences professions and promote the advantages of those professions to the public.
- (d) To provide facilities for the discovery, formulation and teaching of the system of osteopathy formulated as a system, science, or method of treatment to systematise and place on a scientific basis the said system, and to impart instruction in the same to the profession and to the public.
- (e) To provide excellent, affordable and accessible osteopathic and/or other allied, related or ancillary health sciences treatments to our communities, so promoting the benefits of

osteopathy and/or other allied, related or ancillary health sciences and improving clinical services and enhancing those communities' health.

## 5. What the Company may do

5.1 The Company may do anything lawful that may be necessary in order to promote its Objects, including the use of the following powers:-

- (a) To establish, maintain, support or assist in any school, college, institution, or organisation for the carrying out of the Objects or purposes herein set forth.
- (b) To co-operate with educational bodies, Government authorities or others in the establishment and promotion of the best interests of osteopathy and/or other allied, related or ancillary health sciences, educationally and otherwise.
- (c) To appoint and remunerate professors, lecturers, examiners, and assistants, and all other necessary officers and to alter, vary or rescind such appointments or the terms thereof and to make such other arrangements as may be necessary from time to time for any of the purposes of the Company.
- (d) To establish, endow, or assist in the establishment or endowment of exhibitions, scholarships, prizes or other rewards for or recognitions of ability in any of the branches of education provided by the Company, and to arrange and carry out competitions, exhibitions, lectures or other methods of making known and extending the work of the Company.
- (e) To construct alter, provide, manage, maintain, furnish and fit with all the necessary furniture and other equipment the buildings and any other premises or structure or land which the Company may need for its Objects.
- (f) To employ and pay any employees, officers, servants and professional or other advisers.
- (g) Subject to any consents required by law to raise funds and borrow moneys invite and receive contributions or grants or enter into contracts seek subscriptions or raise monies in any other way.
- (h) Subject to any consent required by law to buy, take on lease, sell lease or otherwise dispose of, hire charge or mortgage or acquire any land or property of any sort.

- (i) To promote, encourage or undertake research and disseminate the results of such.
- (j) To produce, print and publish anything in written, oral or visual media in furtherance of the Objects.
- (k) To provide or procure the provision of support counselling and guidance in furtherance of the Objects or any of them.
- (l) To promote and advertise the Company's activities.
- (m) To invest any money that the Company does not immediately need in any investments, securities or properties.
- (n) To undertake any charitable trust or any charitable agency business which may promote the Company's Objects.
- (o) To make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their wives, husbands, partners and other dependants.
- (p) To carry on trade insofar as either the trade is exercised in the course of the actual carrying out of a primary object of the Company or the trade is temporary and ancillary to the carrying out of the objects of the Company or where the carrying on of such trading does not create a liability to pay income tax or corporation tax.
- (q) To establish, promote and otherwise assist any limited company or companies for the purpose of acquiring any property or of furthering in any way the Objects of the Company through trading and to establish the same either as wholly owned subsidiaries of the Company or jointly with other persons, companies, government departments or local authorities and to finance the same if the Directors of the Company see fit by way of loan or share subscription on commercial terms provided that the Company shall seek professional legal advice before financing such companies.
- (r) To establish support or join with any charitable companies, institutions, societies or associations whose Objects are the same as or similar to its own.
- (s) To purchase or otherwise acquire any of the property, assets and liabilities of any of the charities, institutions, societies or

associations with which the Company is authorised to join, and perform any of their engagements.

- (t) To transfer any of the Company's property, assets, liabilities and engagements to any of the charities, institutions, societies or associations with which the Company is authorised to join.
- (u) To open and operate banking accounts and other banking facilities.
- (v) To enter into any arrangements with any governments, authorities or any person, company or association necessary to promote any of the Company's Objects.
- (w) To insure any risks arising from the Company's activities.
- (x) To pay out of the funds of the Company the cost of any premium in respect of indemnity insurance to cover the liability of the Board of Directors (or any Directors) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Company: Provided that any such insurance shall not extend to any claim arising from any act or omission which the Board of Directors (or any Director) knew was a breach of trust or breach of duty or not or which was committed by those persons or person in reckless disregard of whether it was a breach of trust or breach of duty or not and provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Directors in their capacity as directors of the Company.
- (y) To make such ex gratia payments as are considered reasonable and fair with the consent of the Charity Commissioners.
- (z) To delegate upon such terms and at such reasonable remuneration as the Company may think fit to professional investment managers ("the Managers") the exercise of all or any of its powers of investment provided always that:-
  - (i) the Managers shall be authorised to carry on investment business under the provisions of the Financial Services and Markets Act 2000;
  - (ii) the delegated powers shall be exercisable only within clear policy guidelines drawn up in advance by the Company;

- (iii) the Managers shall be under a duty to report promptly to the Company any exercise of the delegated powers and in particular to report every transaction carried out by the Managers to the Company within 14 days and report regularly on the performance of investments managed by them;
  - (iv) the Company shall be entitled at any time to review, alter or terminate the delegation or the terms thereof;
  - (v) the Company shall be bound to review the arrangements for delegation at intervals not (in the absence of special reasons) exceeding 12 months but so that any failure by the Company to undertake such reviews within the period of 12 months shall not invalidate the delegation;
  - (vi) the Company shall be liable for any failure to take reasonable care in choosing the Managers; fixing or enforcing the terms upon which the Managers are employed; requiring the remedy of any breaches of those terms and otherwise supervising the Managers but otherwise shall not be liable for any acts and defaults of the Managers.
- (aa) To permit any investments belonging to the Company to be held in the name of any clearing bank, trust corporation or stockbroking company which is a Member of the Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Company and to pay any such nominee reasonable and proper remuneration for acting as such.

## 6. Use of income and property

The income and property of the Company must be applied solely towards promoting its Objects. None of it may be paid or transferred directly or indirectly to Members of the Company in any way except as shown below under "Allowed Payments".

## 7. Allowed Payments

7.1 The Company may pay:-

- (a) To any Member of the Company or a member of its Board of Directors in return for lecturing and/or giving practical instruction such fees as may from time to time be laid down for the payment of the Company's teaching faculty, and to the Vice-Chancellor and any Member of the Company or member of its

Board of Directors who is a member of staff of the Company for his/her services as such, provided that the number of Directors so remunerated shall not exceed a minority of the Directors.

- (b) Reasonable and proper remuneration to any Member, officer or servant of the Company or, subject to the prior written consent of the Charity Commission, to any Director other than as provided for at 7.1(a) above, for any services rendered to the Company provided that: -
- (i) that Member, officer, servant or Director shall not vote upon any question or attend any proceedings of the Board of Directors relating to his appointment to a remunerated position or to the remuneration to any other item or condition of his appointment; and
  - (ii) the Board of Directors are to be satisfied that the payment of the remuneration is in the best interests of the Company.
- (c) Interest on money lent by any Member of the Company or a member of its Board of Directors. The annual rate of interest must not be more than 2% below the base rate of one of the clearing banks or a rate of 3% whichever is the greater.
- (d) Reimbursement of reasonable out-of-pocket expenses incurred by any Director.
- (e) Reasonable and proper payment to a company of which a Director holds not more than a hundredth of the capital.
- (f) Reasonable and proper rent of premises demised or let to the Company by any Member of the Company or member of its Board of Directors.
- (g) Scholarships or bursaries to any Member of the Company or member of its Board of Directors who is a student or member of staff of the Company.
- (h) All reasonable and proper premiums in respect of indemnity insurance effected in accordance with the powers in these Articles PROVIDED THAT no Member of the Company or member of the Board of Directors shall be present during the discussion of or voting on any decision to borrow money from or pay rent to that Member of the Company or member of the Board of Directors.



## 8. Alterations to these Articles of Association

- 8.1 No alterations to these Articles may be made which would cause the Company to cease to be a charity in law. Other alterations to the Articles may only be made by special resolution. For a special resolution to be valid, 21 clear days' notice of it must be given, and 75% of those voting must be in favour of it. Such a resolution may be passed on less notice if 95% of the total number of Members having the right to vote agree.
- 8.2 Alterations may only be made to the Objects of the Company or to any Article which directs or restricts the way monies or the property of the Company may be used with the Office for Student's prior written consent.
- 8.3 The Companies Registrar must be informed of alterations and all future copies of the Articles issued must contain the alteration.

## 9. Limited Liability

The liability of the Members of the Company is limited.

## 10. Share Capital

- 10.1 The share capital of the Company is divided into ordinary shares of £1.00 each in the capital of the Company ("**Ordinary Shares**") and "**B**" shares of £1.00 each in the capital of the Company ("**B Shares**"). The shares in the original share capital or any increased share capital may be divided into several classes and there may be attached thereto respectively any preference deferred or special rights, privileges, conditions or restrictions.
- 10.2 Save as provided for in the Articles, the Ordinary Shares and the B Shares shall rank pari passu in all respects but shall constitute separate classes of shares.
- 10.3 The "**B**" Shares shall not confer on the holder or holders thereof any right to receive any notice of any general meeting of the Company whatsoever nor any right to attend and speak at or vote at (or to appoint any proxy to attend or speak at or vote at) any general meeting of the Company whatsoever.

## 11. Winding-up of the Company

- 11.1 The Board of Directors or a general meeting may decide at any time to dissolve the Company. The Company shall then call a meeting of all

Members and those entitled to notice of general meetings.

11.2 If the Company is wound-up or dissolved, and there remains any property after all debts and liabilities have been met, the property must not be distributed among the Members of the Company. Instead it must be given or transferred to some other charitable institution or institutions. This other institution must have similar Objects to those of the Company and must prohibit the distribution of its income and property among its Members to an extent at least as great as that required by these Articles of Association.

11.3 The institutions will be chosen by the Members of the Company at or before the time when the Company is wound-up or dissolved and if that cannot be done then to some other charitable object.

## **12. The Constitution of the Company; Rights of Inspection by Members**

A copy of the Memorandum and Articles and any rules the Board of Directors make must be available for inspection at the Office. Any Member must be given a copy of these on payment of a reasonable fee fixed by the Board of Directors.

## **13. Allotment of Shares**

13.1 The shares shall be under the control of the Board of Directors who may allot and dispose of or grant options over the same to such persons on such terms and in such manner as they think fit.

13.2 The lien conferred by clause 8 in Part I of Table A shall attach to fully paid up shares and to all shares registered in the name of any person indebted or under-liability to the Company whether he shall be the sole registered holder thereof or shall be one of two or more joint holders.

## **14. Transfer and Transmission of Shares**

14.1 Subject to Article 15, the Directors shall refuse to register any transfer of shares made or expressed to be made in contravention of the provisions of Table A and (i) may in their absolute discretion and without assigning any reason therefor, refuse to register any transfer of any share to a person of whom they shall not approve and shall not be bound to specify the grounds for their refusal; (ii) may at the like discretion, refuse to register any transfer of any share to a person who is already a Member; and (iii) may also at the like discretion, refuse to register any share on which the Company has a lien.

14.2 No Member shall be entitled to transfer any share other than at the price of £1.00 each or by way of gift to the Company.

## 15. Permitted Transfers

- 15.1 If any Member (“**the Transferor**”) wishes to transfer any share in the capital of the Company or any interest therein or to enter into any agreement to do so, then he or she shall give notice in writing to the Company (“a “**Transfer Notice**”), and the Company shall be constituted his agent for the purpose of such sale. The Transfer Notice may include several shares and in such case shall (unless otherwise stated in the Transfer Notice) operate as if it were a separate notice in respect of each such share comprised in the Transfer Notice (“**the Transfer Shares**”)
- 15.2 Subject to Article 14, the following transfers shall be permitted at any time:
- (a) A transfer by a Member with the prior written consent of Board of Directors;
  - (b) A transfer to a Nominated Member;
  - (c) A transfer to the Company by way of gift; or
  - (d) A purchase by the Company in accordance with Part 18 of the Act.
- 15.3 The price at which each of the Transfer Shares shall be transferred pursuant to this Article 15 (**the “Price**”) shall be £1 or in the case of a gift to the Company £nil.
- 15.4 If the Company delivers or sends to the Transferor for execution a transfer or transfers of the Transfer Shares or some of the Transfer Shares, the Transferor shall be bound upon payment of the Price in respect thereof to deliver the said transfer or transfers duly signed to the person or persons named therein as the transferee or transferees (**each a “Purchaser**”) together with the relevant share certificate or certificates.
- 15.5 The Transferor shall be deemed to have appointed each of the Directors jointly and severally as his or her agent to sign a transfer of all or any of the Transfer Shares to a Purchaser, should he or she fail to do so forthwith upon receipt of the Price in respect thereof, and to execute an appropriate form of indemnity should he or she fail to deliver to the Company either the relevant share certificate or certificates or such an indemnity duly executed upon payment to him or her of the Price in respect thereof. The receipt of any Director of the Company for the purchase money shall be a good discharge to the Purchaser (in circumstances where it is paid to the Transferor by the

Company on his or her behalf), and, after his or her name has been entered in the register of members in purported exercise of this power, the validity of the proceedings shall not be questioned by any person. The Purchaser or (in circumstances where it is to be paid by the Company on his behalf) the Company may pay the purchase money by posting a cheque (which shall be at the risk of the Transferor) to the Transferor at his or her address as shown in the register of members, or the Company may pay the purchase money into a separate bank account in the Company's name on trust (but without interest) for the Transferor.

## **16. Deemed Transfers**

The provisions of this Article 16 shall apply to all shares in the Company.

### **Bankruptcy**

16.1 A transferee entitled to a share in consequence of the bankruptcy of a Member shall be deemed to have given a Transfer Notice, upon the date of bankruptcy, in respect of all the shares in the Company then registered in the name of the bankrupt Member and in respect of all shares in the Company which the bankrupt Member is then entitled to have registered in his or her name.

### **Death**

16.2 A transferee entitled (whether as personal representative, beneficiary or otherwise) to a share in the Company in consequence of the death of a Member shall, unless the Directors resolve otherwise, be deemed to have given a Transfer Notice, upon the day after the date 6 months following the date of death of the Member concerned, in respect of all the shares in the Company then registered in the name of the deceased Member and in respect of all shares in the Company which the deceased Member is then entitled to have registered in his or her name.

### **Mental Incapacity**

16.3 A Member who becomes Mentally Incapable shall be deemed to have given a Transfer Notice, upon the date of his or her admission to hospital or the date of any relevant order being made (as the case may be), in respect of all the shares in the Company then registered in his or her name and in respect of all the shares in the Company which he or she is then entitled to have registered in his or her name.

### **Insolvency**

16.4 A Member which is a body corporate and which: has a receiver, or

administrative receiver appointed over all or any part of its undertaking or assets; has an administrator appointed in relation to it; enters into liquidation (other than a voluntary liquidation for the purposes of a solvent reconstruction); or has any equivalent action taken in respect of it or enters into any or similar status in the country of its incorporation; shall be deemed to have given a Transfer Notice, upon the date of such appointment, liquidation or similar, in respect of all shares in the Company then registered in the name of such body corporate and in respect of all shares in the Company which such body corporate is then entitled to have registered in its name.

## Leavers

16.5 A Member who is employed by and/or is a Director of the Company (or a Member of the same Group as the Company from time to time) and who:

- (a) dies; or
- (b) ceases to be an employee and/or a director (whether in accordance with Article 44 (Disqualification and Removal of Directors) or otherwise) of the Company (or any member of the same Group as the Company);

shall be a “**Leaver**” for the purposes of these Articles (unless in the case of Article 16.5(b) the Board of Directors consent in writing to such Member remaining a Member) and shall be deemed to have given a Transfer Notice, upon the date on which such Member becomes a Leaver, in respect of all the shares in the Company then registered in his or her name and in respect of all shares in the Company which he or she is then entitled to have registered in his or her name.

## Untraceable Members

16.6 A Member whom the Company cannot trace after using reasonable endeavours (without incurring significant expenditure) and/or who has not responded to correspondence sent by the Company to the last known address of the Member (as shown in the register of members) or sent to the Member in accordance with Article 71, in the time period specified within such correspondence, in each case as approved to be reasonable by the Board of Directors (“**Time Period**”), shall be deemed to have given a Transfer Notice, upon the date of expiration of the Time Period, in respect of all shares in the Company which he or she is then entitled to have registered in his or her name.

## **Effect of a deemed Transfer Notice**

16.7 Article 15 (Permitted Transfers) shall apply in respect of any Transfer Notice deemed to be given pursuant to this Article 16 but the Member who is deemed to have given such Transfer Notice shall not, notwithstanding any other provision of these Articles, be entitled to revoke the Transfer Notice and the Price for each share shall be £1.

## **17. Inclusion of Provisions of Table A**

Subject to these Articles, clauses 2 to 28 inclusive and clauses 32, 33 and 34 of Table A shall apply.

## **18. General Meetings**

Each year, the Company must hold an annual general meeting in addition to any other general meeting in that year. The annual general meeting must be specified as such in the notices calling it. The first annual general meeting must be held within 18 months of the incorporation of the Company after which not more than 15 months must pass between one annual general meeting and the next.

## **19. Extraordinary General Meetings**

All general meetings except annual general meetings are called extraordinary general meetings.

## **20. Calling of Extraordinary General Meetings**

The Board of Directors may call an extraordinary general meeting whenever they wish. Such a meeting must also be called if three Members or 5% of the Members of the Company whichever is higher request it.

## **21 Notice of Meetings**

21.1 An annual general meeting and a meeting called for the passing of a special resolution must be called by giving at least 21 clear days' notice in writing. Other meetings of the Company must be called by giving at least 14 clear days' notice in writing. These notices must specify the place, date and time of the meeting. If special business is to be discussed, full details or the general nature of the business must be given. Notice of the meeting must be given to everyone entitled under Article 73.1 to receive it.

21.2 However, even if shorter notice is given than that required above, the meeting will be treated as having been correctly called if it is so agreed:-

- (a) in the case of an annual general meeting, by all the Members entitled to attend and vote at it.
- (b) in the case of any other meeting, by a majority of the Members who have a right to attend and vote. But this majority must represent at least 95% of the total membership of the Members who have voting rights.

## **22. Ordinary and Special Business at General Meetings**

At an extraordinary general meeting all business will be treated as special business. At an annual general meeting all business will be treated as special except the consideration of accounts and balance sheets, the reports of the Directors and Auditors, the election of Directors in place of those retiring, the appointment of Auditors, and the fixing of the payments to the Auditors.

## **23. Quorum**

Business may be done at a general meeting only if a quorum of Members is present by either physical or electronic means when the meeting begins to deal with its business. A quorum is 6 unless shown differently below.

## **24. Adjournment if no Quorum**

- 24.1 If the meeting is called by the demand of Members, it must be dissolved if, within half an hour after the appointed starting time, a quorum is not present. If called in another way, the meeting must be adjourned to another day, time and place as the Board of Directors may decide.
- 24.2 If at the adjourned meeting a quorum is not present within half an hour after the appointed starting time, the Members present will be a quorum.

## **25. Chair**

The Chair (if any) of the Board of Directors must preside as Chair at every general meeting of the Company. If there is no Chair, or if he/she will not be present within 15 minutes after the appointed starting time or is unwilling to take the chair, the Board of Directors present must elect one of their number to be Chair of the meeting.

## **26. Election of Chair by Members**

If at any meeting no Director is willing to act as Chair or if no Director is present within 15 minutes after the appointed starting time, the Members present must choose one of their number to be Chair of the meeting.

## **27. Adjournment of the Meeting**

- 27.1 The Chair may, with the consent of any meeting at which a quorum is present (and must if so directed by the meeting), adjourn the meeting from time to time and from place to place. But no business may be done at any adjourned meeting except business left unfinished at the meeting from which the adjournment took place.
- 27.2 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as for the original meeting. Apart from that, it is not necessary to give any notice neither of an adjourned meeting nor of the business to be done at it.

## **28. Voting on Resolutions**

- 28.1 At any general meeting a resolution put to the vote of the meeting is decided by a simple majority on a show of hands unless a poll is demanded (before or after the result of the show of hands is declared).
- 28.2 A poll can be demanded by the Chair or at least two Members who are present. Proxy votes are allowed.
- 28.3 A person holding a proxy may vote on any resolution.
- 28.4 An instrument appointing a proxy shall be in Writing executed by or on behalf of the appointer and shall be in the form set out below or in any usual or common form or in such other form as the Directors may approve. If the appointer does not direct the proxy how to vote on a particular resolution, the proxy may vote as he or she thinks fit. The instrument of proxy shall, unless the contrary is stated in such instrument of proxy, be valid for any adjournment of the meeting as well as for the meeting to which it relates. The instrument appointing a proxy and any authority under which it is executed shall be deposited at the Office or such other place or person as the notice for the meeting shall specify at least 48 hours prior to the general meeting or adjourned meeting (excluding any day that is not a working day).
- 28.5 A vote given or poll demanded by proxy or by the duly authorised representative of a body corporate shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Company at the Office or at such other place at which the instrument of proxy was duly deposited at least 48 hours before the commencement of the meeting or adjourned meeting (excluding any day that is not a working day).



28.6 A proxy in the following form will be acceptable:

“I  
of  
a member of The University College of Osteopathy  
hereby appoint  
of  
as my proxy to vote for me on my behalf at the [Annual]  
[Extraordinary] General Meeting of the Company to be held on the day  
of                      and any adjournment thereof.

Signed on the day of                      ”

28.7 The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll and may contain directions as to how the proxy is to vote on any resolution.

## **29. Declaration of Chair is Final**

29.1 Unless a poll is demanded, the Chair's declaration that a resolution has been carried by a particular majority or lost on a show of hands and an entry saying so in the minute book is conclusive evidence of the result. The number or proportion of the votes need not be entered in the minute book.

29.2 The demand for a poll may be withdrawn.

## **30. When a poll is taken**

30.1 A poll must be taken immediately, if it is correctly demanded to elect a Chair or to decide upon an adjournment. Polls about other things will be taken whenever the Chair says so. Business which is not the subject of a poll may be dealt with before or during the poll.

30.2 The Chair will decide how a poll will be taken. The result of a poll will be treated as a resolution of the meeting.

## **31. Voting and Speaking**

31.1 Every Member has one vote including the Chair. If the votes are level, the Chair has a casting vote.

31.2 A Director shall have the same rights to attend and speak as a Member even if he or she is not a Member.

## **32. Written Agreement to Resolution**

32.1 Members may pass a valid resolution without a meeting being held except in the case of a resolution to remove a Director or the auditors before the expiry of their term. But for the resolution to be valid:-

- (a) it must be in writing;
- (b) in the case of a special resolution it must be Signed by at least 75 per cent of all those Members (or their duly authorised representatives) entitled to receive notice of and to attend general meetings;
- (c) in the case of an ordinary resolution it must be Signed by a majority of all those Members (or their duly authorised representatives) entitled to receive notice of and to attend general meetings;
- (d) it may consist of two or more documents in identical form Signed by Members;
- (e) the passing of the resolution must comply with any other requirements of the law from time to time.

## **33. Management by Board of Directors**

33.1 The business of the Company is managed by the Board of Directors. The Directors may use all powers of the Company, subject to any restrictions imposed by the Act, these Articles or any special resolution.

33.2 No alteration of these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors which would otherwise have been valid.

## **34. Powers of the Board of Directors**

34.1 The Board of Directors may subject to such consents as the law requires use all the powers of the Company to:-

- (a) borrow money;
- (b) mortgage or charge its property or any part of it;
- (c) issue debentures, debenture stock or other securities, whether outright or as security for any debt, liability or obligation of the Company or any charitable third party;

- (d) resolve pursuant to these Articles to effect indemnity insurance notwithstanding their interest in such a policy;
- (e) resolve to change the name of the Company ()).

### **35. Cheques and Bills, BACS etc**

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company shall indicate the name of the Company in full and must be signed, drawn, accepted, endorsed, or otherwise made in the way that the Board of Directors decides from time to time and cheques shall be signed by two Directors unless the Board of Directors otherwise decides. All proposed payments by BACS must be approved by two signatories and the BACS authorisation and transmission record signed by two signatories.

### **36. Indemnity of Directors**

- 36.1 In the management of the affairs of the Company no Director shall be liable for any loss to the property of the Company arising by reason of improper investment made in good faith (so long as he or she shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him or her or by any other Director hereof in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was not strictly necessary or by reason of any mistake or omission made in good faith by any Director hereof or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the Director who is sought to be made liable.
- 36.2 Subject to the provisions of the Act but without prejudice to any indemnity to which a Director may otherwise be entitled every Director or other officer or auditor of the Company shall be indemnified out of the assets of the Company against any liability incurred by him or her in defending any proceedings whether civil or criminal in which judgment was given in his or her favour or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

### **37. Conflicts of Interest**

- 37.1 The Directors may be paid reasonable out-of-pocket expenses that they have properly incurred in connection with the business of the

Company but shall not be paid any other remuneration other than as provided for at 7.1(a) above for any services rendered to the Company.

- 37.2 To the extent required by law every Director shall fully disclose to the Board the circumstances giving rise to any conflict or potential conflict including any direct or indirect interest in a proposed or existing transaction.
- 37.3 Where the duty of a Director to avoid a situation in which he has or can have a direct or indirect interest or duty that conflicts or possibly may conflict with the interests of the Company including a wish or duty to exploit any property, information or opportunity (as specified by section 175(1) of the Act) would otherwise be infringed in relation to a particular situation, transaction or arrangement, the duty is not infringed if the procedure set out below is followed:
- (a) the matter in relation to which that duty exists has been proposed to the Directors at a meeting of the Board of Directors and has been authorised by them;
  - (b) any requirement as to the quorum of such meeting is met without counting the Director in question, or any other interested Director, subject to Article 24 and Article 50; and
  - (c) the matter was agreed to without any such Director voting, or would have been agreed to if the vote of any such Director had not been counted, subject to Article 50.
- 37.4 In such a conflict of interest situation (including any authorisation of non-disclosure of information), where there are insufficient unconflicted Directors present at the meeting to constitute a quorum, the unconflicted Directors present shall be deemed to constitute a quorum for the purposes of authorising the conflict under Article 37.3 and the manner of dealing with the conflict, provided that:
- (a) they may only give such authorisation where they are satisfied that the conflicted Director or Directors will not receive any direct or indirect benefit other than one permitted by these Articles; and
  - (b) the total number of Directors at the meeting (whether conflicted or unconflicted) is equal to or higher than the quorum of the Board.
- 37.5 In the event that all of the Directors present at the Board meeting are conflicted in respect of a particular conflict of interest situation, the conflicted Directors present at a meeting may authorise the conflict and the manner of dealing with the conflict and shall constitute a

quorum for the purposes of such authorisation, provided that they satisfy the requirements set out in Article 37.4 (a) and (b) above.

37.6 The duty to deal with conflicts referred to in Article 37.3 applies in the case of the exploitation of property, information or opportunity even if the Company is not taking, or could not take, advantage of the opportunity.

37.7 The Directors shall observe the other duties and rules in the Act, and such other rules as the Board adopts, as to the management of conflicts of duty or interest.

37.8 The Board may by resolution passed in the manner set out in this Article, authorise a Director not to disclose to the Board confidential information relating to a conflict of interest provided that it may not authorise the withholding of information relating to a direct or indirect personal benefit for the Director.

37.9 The Directors shall also observe the other duties and rules in the Act, and such other rules as the Board adopts, as to the management of conflicts of duty or interest and to the extent required by law every Director shall fully disclose to the Board the circumstances giving rise to any conflict or potential conflict that he has.

### **38. The Keeping of Minutes**

38.1 The Directors must have minutes entered in the minute books:-

- (a) of all appointments of officers by the Board of Directors;
- (b) of the names of the Directors present at each of its meetings and of any committee of the Board of Directors;
- (c) of all resolutions and proceedings at all meetings of:-
  - (i) The Company;
  - (ii) The Board of Directors;
  - (iii) Committees of the Board of Directors.

### **39. Rules and byelaws**

Subject to the provisions of these Articles the Board of Directors shall have the power to make rules and byelaws concerning such matters with regard to the government and conduct of the Company as it shall think fit.

#### **40. Instrument of Government**

Articles 41 to 53 constitute the Board of Directors of the Company and together comprise the Instrument of Government (“**the Instrument of Government**”) of the Company required by section 129B(2)(a) of the Education Reform Act 1988.

#### **41. The Make-up of the Board of Directors**

41.1 The Board of Directors shall consist of not less than nine nor more than seventeen Directors of whom:

- (a) at least half shall be Independent Directors
- (b) the balance shall be made up of:
  - i) the Vice-Chancellor, ex officio
  - ii) at least one but no more than two members of staff of the Company;
  - iii) at least one but no more than two students of the Company.

41.2 Independent Directors shall be persons appearing to the Board to have relevant skills or experience.

41.3 The Board of Directors shall use its best endeavours to ensure that the Board includes Directors with expertise in finance, education policy and management.

#### **42. Appointment and Retirement of Directors**

42.1 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed a Director, provided that the appointment does not cause the number of Directors in office to exceed any number fixed by or in accordance with the Articles as being the maximum number of Directors, by:

- (a) a decision of the Directors; or
- (b) ordinary resolution.

42.2 All Directors other than the Vice-Chancellor and the staff and student Directors shall be appointed for a term of office of three years or such shorter period as the Board of Directors shall determine.

42.3 Retiring Directors are eligible for reappointment for a further three year term of office but, subject to Article 42.4, no Director other than the Vice-Chancellor shall serve for more than two consecutive terms of three years unless otherwise determined by the Board of Directors.

42.4 The election of a Director as Chair, Vice Chair or Chair of a committee of the Board of Directors shall result in the extension of his or her current term of office by three years or such period as the Board of Directors shall determine.

42.5 The process for the appointment and term of office of staff and student Directors shall be specified in rules made by the Board of Directors. No staff or student Director shall serve for more than two consecutive terms of three years.

#### **43. Notification of Change to the Registrar of Companies**

All appointments, retirements or removals of Directors must be notified to the Registrar of Companies.

#### **44. Disqualification and Removal of Directors**

44.1 A Director must cease to be a Director if he or she:-

- (a) becomes bankrupt or makes any arrangement or composition with his or her creditors generally; or
- (b) becomes barred from acting as a director because of any order made under the Act or by virtue of section 178 of the Charities Act 2011; or
- (c) becomes Mentally Incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- (d) resigns the office by notice in writing to the Company but only if at least two Directors will remain in office when the resignation takes effect; or
- (e) is directly or indirectly involved in any contract with the Company and fails to declare the nature of his or her interest in the proper way. The proper way is by giving notice at the first meeting at which the contract is discussed or the first meeting after the Director became interested in the contract; or
- (f) in the case of the Vice-Chancellor, if he or she ceases to hold that office; or
- (g) in the case of a member of staff appointed in accordance with Article 41.1(b)(ii), if he or she ceases to be employed by the

Company; or

- (h) in the case of a student appointed in accordance with Article 41.1(b)(iii), if he or she ceases to be a student of the Company; or
- (i) is removed from office.

#### **45. Removal of a Director by a General Meeting**

45.1 The Company may by ordinary resolution passed at a general meeting remove any Director before the end of his or her period of office whatever the rest of these Articles or any agreement between the Company and the Director may say.

45.2 At least 28 days' notice must be given to the Company by a majority of the Members and at least 21 days' notice of the general meeting must be given to the Members. Once the Company receives such notice it must immediately send a copy to the Director concerned. He or she has a right to be heard at the general meeting. He or she also has the right to make a written statement of reasonable length. If the statement is received in time it must be circulated with the notice of the general meeting to the Members. If it is not sent out, the Directors may require it to be read at the general meeting.

#### **46. Removal of a Director by the Board of Directors**

If a Director fails to attend three consecutive meetings of the Board of Directors, or the Board of Directors is satisfied that the Director's conduct is prejudicial to the smooth running of the Board or the Director is incapacitated from acting or is otherwise unable or unfit to discharge the functions of a Director, the Board of Directors may resolve that he or she be removed from the Board of Directors. The Director must be given at least 7 days' notice in writing of the resolution and has a right to be heard at the meeting at which the resolution is to be considered and/or to submit a written statement to the Board of Directors.

#### **47. Meetings of the Board of Directors**

47.1 The Board of Directors may meet, adjourn and run its meetings as it wishes, subject to the rest of these Articles. Detailed procedures for the conduct of meetings of the Board of Directors and its committees shall be set out in rules made by the Board of Directors.

47.2 Members of the Board of Directors shall not be bound in their speaking and voting by mandates given to them by other bodies or persons.



- 47.3 Questions arising at any meeting must be decided by a majority of votes. Every Director has one vote including the Chair of the meeting. If the votes are equal, the Chair of the meeting has a casting vote.
- 47.4 A Director may summon a meeting of the Board of Directors, in accordance with rules made by the Board of Directors.
- 47.5 Notice of a meeting need not be given to any Director who is out of the United Kingdom.
- 47.6 A meeting of the Directors may be held whether in person or by suitable electronic means agreed by the Directors in which all participants may communicate with all the other participants.

#### **48. Officers of the Board of Directors**

- 48.1 The Board of Directors may elect a Chair, Vice Chair and any other officers that it wishes. The Chair and the Vice Chair shall be Independent Directors.
- 48.2 The term of office and responsibilities of the Chair, Vice Chair and any other officers shall be set out in rules made by the Board of Directors.

#### **49. Clerk**

The Board of Directors shall appoint a Clerk to act as secretary to the Board of Directors and company secretary.

#### **50. Quorum of the Directors**

The quorum for a meeting of the Board of Directors shall be determined from time to time by the Board of Directors, but the quorum must be at least a third of the Board of Directors (subject to a minimum of three), of whom a majority must be Independent Directors.

#### **51. Vacancies on the Board of Directors**

The Board of Directors may act despite any vacancy on the Board. But if the number of Directors falls below the quorum, it may act only to summon a general meeting of the Company.

#### **52. A Resolution may be Approved by Signature Without a Meeting**

A resolution in writing Signed by all the Directors or by all the members of any committee is as valid as if it had been passed at a properly held meeting

of the Board of Directors or of any committee. The resolution may consist of several documents in the same form Signed by one or more Directors or members of the committee.

### **53. Validity of Acts Done at Meetings**

It may be discovered that there was some defect in the appointment of a Director or someone acting as a Director or that he or she was disqualified. If this is discovered, anything done before the discovery at any meeting of the Board of Directors is as valid as if there were no defects or disqualification.

### **54. Articles of Government**

Articles 55 to 61 provide for the conduct of the Company and together comprise the Articles of Government (“**the Articles of Government**”) of the Company required by section 129B(2)(b) of the Education Reform Act 1988.

### **55. Conduct of the Company**

The Company shall be conducted in accordance with the provisions of the Act, the Education Acts (as defined in section 578 of the Education Act 1996), any relevant regulations, orders or directions made by the Secretary of State, or by the Privy Council, and subject thereto, in accordance with the provisions of the Memorandum and Articles of Association, the Instrument of Government, the Articles of Government and any rules or byelaws made under them.

### **56. Responsibilities of the Board of Directors**

56.1 The Board of Directors shall be responsible for:

- (a) The determination of the educational character and mission of the Company and for oversight of its activities;
- (b) The effective and efficient use of resources, the sustainability and solvency of the Company and for safeguarding its assets;
- (c) The adequate and effective risk management, control and governance of the Company and for the economy, efficiency and effectiveness (i.e. value for money) of its activities;
- (d) Approving annual estimates of income and expenditure;
- (e) The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of Senior Posts;

- (f) Setting the framework for the pay and conditions of service of all other staff.

## **57. Responsibilities of the Vice-Chancellor**

57.1 Subject to the responsibilities of the Board of Directors, the Vice-Chancellor shall be the chief executive of the Company and shall be responsible for:

- (a) Making proposals to the Board of Directors about the educational character and mission of the Company, and for implementing the decisions of the Board of Directors;
- (b) The organisation, direction and management of the Company and leadership of the staff;
- (c) The appointment, assignment, grading, appraisal, suspension, dismissal and determination (within the framework set by the Board of Directors) of the pay and conditions of services of staff other than the holders of Senior Posts;
- (d) The determination, after consultation with the Academic Council, of the Company's academic activities, and for the determination of its other activities;
- (e) Preparing annual estimates of income and expenditure for consideration by the Board of Directors, and for the management of budget and resources within the estimates approved by the Board of Directors; and
- (f) The maintenance of student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons.

57.2 The Vice-Chancellor may delegate to the holder of a Senior Post any of his or her functions, other than accountability for the Company's budget and resources.

## **58. Academic Council**

58.1 There shall be an Academic Council, the composition and terms of reference of which shall be prescribed in rules made by the Board of Directors.

58.2 Subject to the provisions of these Articles, to the overall

responsibility of the Board of Directors, and to the responsibilities of the Vice-Chancellor, the Academic Council shall be responsible:

- (a) For general issues relating to the research, scholarship, teaching and courses at the Company, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;
- (b) for considering the development of the academic activities of the Company and the resources needed to support them and advising the Vice-Chancellor and the Board of Directors thereon;
- (c) for advising on such other matters as the Board of Directors or the Vice-Chancellor may refer to the Academic Council.

58.3 The Academic Council may establish such committees as it considers necessary to enable it to carry out its responsibilities. The composition and terms of reference of such committees shall be determined by the Academic Council.

## **59. Delegation of Powers of Board of Directors**

59.1 Subject to Article 59.3, the Board of Directors may delegate the administration of any of its powers, other than those assigned elsewhere in these Articles to the Vice-Chancellor or to the Academic Council, to the Chair, the Vice-Chancellor or to committees consisting of one or more of its Directors.

59.2 The membership of committees and their terms of reference shall be set out in rules made by the Board of Directors.

59.3 The Board of Directors shall not, however, delegate the following:

- (a) the determination of the educational character and mission of the Company;
- (b) the approval of the annual estimates of income and expenditure;

(c) ensuring the solvency of the Company and safeguarding its assets;  
or

(d) the appointment or dismissal of the Vice-Chancellor.

59.4 The Directors on a committee may (unless the Board of Directors directs otherwise) co-opt any person or people to serve on the committee.

59.5 All acts and proceedings of the committee must be reported to the Board of Directors in accordance with rules made by the Board of Directors.

## **60. Chair of Committees**

60.1 A committee may elect a Chair of its meetings if the Board of Directors does not nominate one.

60.2 If at any meeting the committee's Chair is not present within 10 minutes after the appointed starting time, the members present may choose one of their number to be Chair of the meeting.

## **61. Meetings of Committees**

61.1 A committee may meet and adjourn whenever it chooses.

61.2 Questions at the meeting must be decided by a majority of votes of the members present.

61.3 The committee must have minutes entered in minute books. Copies of these minutes must be given to all Directors.

## **62. Staff**

62.1 Each member of staff shall serve under a contract of employment with the Company.

62.2 The Board of Directors shall, after appropriate consultation with staff, make rules governing the conduct, suspension, discipline and dismissal of staff (including the holders of Senior Posts).

62.3 The Board of Directors shall, after appropriate consultation with staff, make rules enabling staff (including the holders of Senior Posts) to raise grievances about their employment.

62.4 In making rules under Articles 62.2 and 62.3, the Board of Governors

shall have regard to the need to ensure that academic staff of the Company have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial and unpopular opinions, without placing themselves in jeopardy of losing their jobs or any privileges they may have at the Company.

### **63. Students**

63.1 A students' union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the Board of Directors and shall present audited accounts annually to the Board of Directors. No amendment to or rescission of that constitution, in part or in whole, shall be valid unless and until approved by the Board of Directors.

63.2 After consultation with the Academic Council and representatives of the students, the Board of Directors shall make rules governing the admission, suspension, discipline and expulsion of students, and for the consideration of student complaints and appeals.

### **64. The Seal**

64.1 If the Company shall decide to use a Company Seal the Board of Directors must provide safe custody of the Seal.

64.2 The Seal may only be used on the authority of the Board of Directors or of a committee authorised by the Board of Directors to use it.

64.3 Everything to which the Seal is affixed must be:-

- (a) signed by a Director;
- (b) countersigned by a second Director or by some other person appointed by the Board of Directors for that purpose.

## **ACCOUNTS**

### **65. Proper Accounts must be Kept**

65.1 The Board of Directors must have proper books of account kept in accordance with the law. In particular, the books of account must show:-

- (a) all amounts received and spent by the Company, and for what;
- (b) all sales and purchases by the Company;

- (c) the assets and liabilities of the Company.

65.2 The books of account must give a true and fair view of the state of the Company's affairs and explain its transactions. Otherwise they are not proper books of account.

#### **66. Books must be Kept at the Office**

The books of account must be kept at the Office or at other places decided by the Board of Directors. The books of account must always be open to inspection by Directors.

#### **67. Inspection of Books**

The Board of Directors must decide whether, how far, when, where and under what rules the books of account may be inspected by Members who are not on the Board of Directors. A Member who is not on the Board of Directors may only have the right to inspect a book of account or document of the Company if the right is given by law or authorised by the Board of Directors or a general meeting.

#### **68. Annual Accounts**

68.1 The Board of Directors must, for each accounting reference period, put before a general meeting of the Company:-

- (a) any audited statement of financial activities and income and expenditure accounts;
- (b) a balance sheet;
- (c) a report by the Board of Directors on the state of the Company as required by the law.

68.2 To the extent required by law, the Board must file the accounts and reports (or summary financial statements) with Companies House within any deadlines specified by law.

68.3 The Board, to demonstrate public accountability, must file with the appropriate Government Office, currently HEFCE, the accounts and reports (or summary financial statements) and all annual returns and other documents that are required to be filed, within any deadlines specified by HEFCE.

**69. Copies of annual accounts and reports for Members**

- 69.1 The Board must, for each financial year, send a copy of its annual accounts and reports (or summary financial statements where appropriate) to every person who is entitled to receive notice of general meetings.
- 69.2 Copies need not be sent to a person for whom the Company does not have a current address (as defined in the Act).
- 69.3 The deadline for sending out the accounts and reports (or summary financial statements) is as follows:
- (a) the deadline for filing the Company's accounts and reports (or summary financial statements) with Companies House, as prescribed by the Act; or
  - (b) if earlier, the date on which the Company actually files the accounts and reports (or summary financial statements) with Companies House.

**70. Appointment of Reporting Accountants and Auditors**

The Company will appoint properly qualified auditors, unless the level of the Company's income or assets reduces to a level below the threshold where there is a legal requirement to appoint auditors.

**71. Service of Notices**

- 71.1 The Company may give notices, accounts or other documents to any Member either:
- (a) personally; or
  - (b) by delivering them or sending them by ordinary post to the Member's registered address; or
  - (c) if the Member has provided the Company with a fax number, by sending them by fax to that Member. This is subject to the Member having consented to receipt of the notice, documents or accounts in this way, where this is a legal requirement; or
  - (d) if the Member has provided the Company with an e-mail address, by sending them by e-mail to that address. This is subject to the Member having consented to receipt of the notice, documents or accounts in this way, where this is a legal requirement; or
  - (e) in accordance with the provisions for communication by website set out below.



- (f) If the Member lacks a registered postal address within the United Kingdom, the notice, accounts or documents may be sent to any postal address within the United Kingdom which he has given the Company for that purpose or in accordance with Article 71.1 (a), (c), (d) or (e) above. However, a Member without a registered postal address in the United Kingdom who has not provided a postal address in the United Kingdom for that purpose, shall not be entitled to receive any notice, accounts or other documents served by the Company, irrespective of whether they have consented to receiving notices by email or fax.
- 71.2 If a notice, accounts or other documents are sent by post, they will be treated as having been served by properly addressing, pre-paying and posting a sealed envelope containing them. If sent by fax or email they will be treated as properly sent if the Company receives no indication that they have not been received.
- 71.3 If sent by post in accordance with this Article, the notice, accounts or other documents will be treated as having been received 48 hours after the envelope containing them was posted if posted by first class post and 72 hours after posting if posted by second class post. If sent by fax or email, the notice, accounts or other documents will be treated as having been received 24 hours after having been properly sent.
- 71.4 The Company may assume that any fax number or e-mail address given to it by a Member remains valid unless the Member informs the Company that it is not.
- 71.5 Where a Member has informed the Company in Writing of his consent, or has given deemed consent in accordance with the Act, to receive notices, accounts or other documents from the Company by means of a website, such information will be validly given if the Company sends that Member a notification informing him that the documents forming part of the notice, the accounts or other documents, may be viewed on a specified website. The notification must provide the website address, and the place on the website where the information may be accessed and an explanation of how it may be accessed. If the information relates to a general meeting the notification must state that it concerns a notice of a general meeting and give the place, date and time of the meeting. The notice must be available on the website throughout the notice period until the end of the meeting in question.

## **72. Accidental Omission of Notice**

Sometimes a person entitled to receive a notice of a meeting does not get it because of accidental omission or some other reason. This does not invalidate the proceedings of that meeting.

### **73. Who is Entitled to Notice of General Meetings**

73.1 Notice of every general meeting must be given to:-

- (a) every Member (except those Members who lack a registered address within the United Kingdom and have not given the Company an address for notices within the United Kingdom);
- (b) Reporting Accountants or Auditor of the Company;
- (c) all Directors.
- (d) all those with rights of nomination to the Board of Directors (if any).

73.2 No-one else is entitled to receive notice of general meetings.

AGREED