

CHARITY LAW ASSOCIATION
MEMORANDUM AND ARTICLES OF ASSOCIATION
FOR A CHARITABLE COMPANY

Companies Act 2006

Company limited by guarantee

MEMORANDUM OF ASSOCIATION OF Arts and Health South West

AMENDED 17th APRIL 2013

1. Name

The name of the **Charity** is Arts and Health South West

2. Registered Office

The registered office of the Charity is to be in England and Wales.

3. Objects

The objects are to relieve sickness and to promote health for the public benefit by promoting the use of the arts within the health sector in the South West, in particular but not exclusively by:

- (i) advocating the role of the arts within the health sector;
- (ii) promoting good practice amongst those who work with the arts in the health sector;
- (iii) promoting partnership working amongst those who work in the health sector and those who work with the arts in the health sector;
- (iv) promoting training amongst each of those groups so as to better enable them to deliver arts within the health sector for the public benefit.

For this clause the area the 'South West' means the counties of Cornwall, Devon, Dorset, Gloucestershire, Hampshire, the Isles of Scilly, Somerset and Wiltshire and the unitary authorities of Bath & North East Somerset, Bristol, the Isle of Wight, South Gloucestershire, Southampton, Swindon, North Somerset, Bournemouth, Poole, Portsmouth, Plymouth and Torbay.

4. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 To provide education and training for its members through seminars, meetings and conferences, but only on the terms that:
 - (1) Any profits that might arise from its supplies of any such education or training will be used solely for the continuation or improvement of such supplies.
 - (2) Any such profits will be treated as restricted funds and used only for the continuance of the Charity's supply of education and training to its members.
- 4.2 To promote or carry out research.
- 4.3 To provide advice.
- 4.4 To publish or distribute information.
- 4.5 To co-operate with other bodies.
- 4.6 To support, administer or set up other charities.
- 4.7 To raise funds (but not by means of **taxable trading**).
- 4.8 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the **Charities Act**).
- 4.9 To acquire or hire property of any kind.
- 4.10 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act).
- 4.11 To make grants or loans of money and to give guarantees.
- 4.12 To set aside funds for special purposes or as reserves against future expenditure.
- 4.13 To deposit or invest in funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification).
- 4.14 To delegate the management of investments to a financial expert, but only on terms that:
 - (1) the investment policy is set down **in writing** for the financial expert by the Trustees;
 - (2) every transaction is reported promptly to the Trustees;

- (3) the performance of the investments is reviewed regularly with the Trustees;
- (4) the Trustees are entitled to cancel the delegation arrangement at any time;
- (5) the investment policy and the delegation arrangement are reviewed every **three years**;
- (6) all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
- (7) the financial expert must not do anything outside the powers of the Trustees.

- 4.15 To arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the control of the Trustees or of a financial expert acting under their Instructions, and to pay any reasonable fee required.
- 4.16 To deposit documents and physical assets with any company registered or having a place of business in England and Wales as **custodian**, and to pay any reasonable fee required.
- 4.17 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required.
- 4.18 To pay for indemnity insurance for the Trustees. This shall not extend to any claim arising from any act or omission which the directors knew to be a breach of trust (or recklessly disregarded whether it was) and for the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of a member of the trustee body or other officer.
- 4.19 Subject to clause 5, to employ paid or unpaid agents, staff or advisers.
- 4.20 To enter into contracts to provide services to or on behalf of other bodies.
- 4.21 To establish or acquire subsidiary companies to assist or act as agents for the Charity.
- 4.22 To pay the costs of forming the Charity.
- 4.23 To do anything else within the law which, promotes or helps to promote the Objects?

5. Benefits to Members and Trustees

5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the **members** but:

- (1) 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;
- (2) members (including Trustees) may be paid interest at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Trustees, but not lower than 0%.
- (3) members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
- (4) members (including Trustees) who are also **beneficiaries** may receive charitable benefits in that capacity.

5.2 A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except:

- (1) as mentioned in clauses 4.17 (indemnity insurance), 5.1(2) (interest), 5.1(3) (rent), 5.1(4) (charitable benefits) or 5.3 (contractual payments);
- (2) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
- (3) an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defense to criminal proceedings);
- (4) payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
- (5) in exceptional cases, other payments or benefits (but only with the **written** approval of the **Commission** in advance).

5.3 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:

- (1) the goods or services are actually required by the Charity;

- (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 5.4; and
- (3) no more than two of the Trustees are interested in such a contract in any financial year subject to the overriding provision that a majority of trustees then in office have received no such payments.

5.4 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:

- (1) declare an interest before the meeting or at the meeting before discussion begins on the matter;
- (2) be absent from the meeting for that item unless expressly invited to remain in order to provide information;
- (3) not be counted in the quorum for that part of the meeting; and
- (4) be absent during the vote and have no vote on the matter.

5.5 This clause may not be amended without the written consent of the Commission in advance.

6. Limited Liability

The liability of members is limited.

7. Guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

8. Dissolution

8.1 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:

- (1) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
- (2) directly for the Objects or for charitable purposes which

are within or similar to the Objects;

(3) in such other manner consistent with charitable status as the Commission approve in writing in advance.

8.2 A final report and statement of account must be sent to the Commission.

9. Interpretation

9.1 Words and expressions defined in the **Articles** have the same meanings in the **Memorandum**.

9.2 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

We wish to be formed into a company under this Memorandum of Association:

SIGNED BY ARTS & HEALTH SOUTH WEST TRUSTEES

Name **Susan Isherwood** (Chair of Trustees)

Signature: 

Date: 17th April 2013

Name **William Boa** (Treasurer)

Signature: 

Date: 17th April 2013

Name **Philippa Forsey**

Signature: 

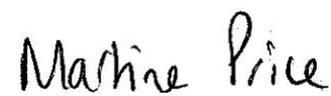
Date: 17th April 2013

Name: **Pauline Malins**

Signature: 

Date: 17th April 2013

Name: **Martine Price**

Signature: 

Date: 17th April 2013

Name: **John de Mearns**

Signature: 

Date: 17th April 2013

Name: **Sarah Cobley**

Signature: 

Date: 17th April 2013

Name: **Frances Chinemana**

Signature: 

Date: 17th April 2013

Name: **Catherine Harwood**

Signature: 

Date: 17th April 2013

Address: c/o Arts & Health South West
Registered Office
Unit 6
Mellstock Farm
Higher Bockhampton
Dorchester
Dorset
DT2 8QJ

Companies Act 2006

Company limited by guarantee

ARTICLES OF ASSOCIATION OF ARTS AND HEALTH SOUTH WEST

1. Membership

- 1.1 The Charity must maintain a register of **members**.
- 1.2 **Membership** of the Charity is open to any individual or organisation interested in promoting the **Objects**
- 1.3 Membership of the Charity is free but The Trustees reserve the right, if they feel it is appropriate for the Charity, to establish different classes of membership (including **informal membership**), prescribe their respective privileges and duties and set the amounts of any subscriptions.
- 1.4 Membership can be terminated by the member at any time either by deleting their online membership or by simple application to the Organisation which will delete the online membership on behalf of the member.
- 1.5 Membership can be terminated by the Organisation by a resolution of the Trustees on the ground that:
 - (1) in their reasonable opinion the member's continued membership is deemed to reflect badly on the Organisation or is harmful to the Organisation.

The Trustees may only pass a resolution to this effect after notifying the member in writing and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days after receiving notice.

- (2) the Member fails to pay fees due the Charity for services such as training events following 2 written or electronic reminders or requests for payment.
- 1.5 Membership of the Charity is not transferable unless agreed by the Charity, or in the case of organisational membership where individual representatives of the member organisation may change.

2. General Meetings

- 2.1 Members are entitled to attend general meetings either personally or (in the case of a member organisation) as an authorised representative. General meetings are called on at

least 21 clear days' written notice specifying the business to be discussed.

- 2.2 There is a quorum at a general meeting if the number of members present in person is at least 3.
- 2.3 The **Chair** or (if the Chair is unable or unwilling to do so) some other member elected by those present presides at a general meeting.
- 2.4 Except where otherwise provided by the **Articles** or the **Companies Act**, every issue is decided by a majority of the votes cast.
- 2.5 Except for the Chair of the meeting, who has a casting vote, every member present in person has one vote on each issue.
- 2.6 A written resolution signed by all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting. Written resolutions may be set out in more than one document and will be treated as passed on the date of the last signature. For this purpose 'document' is taken to include electronic documents.
- 2.7 Except at first, The Charity must hold an **AGM** in every year. The first AGM must be held within 18 months after the Charity's incorporation.
- 2.8 At an AGM the members:
 - (1) receive the accounts of the Charity for the previous **financial year**;
 - (2) receive the Trustees' report on the Charity's activities since the previous AGM;
 - (3) accept the retirement of those Trustees who wish to retire or who are retiring by rotation;
 - (4) elect Trustees to fill the vacancies arising;
 - (5) appoint auditors for the Charity;
 - (6) may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity; and
 - (7) may discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 2.9 Any general meeting which is not an AGM is an **EGM**.

2.10 An EGM may be called at any time by the Trustees and must be called within 28 clear days on a written request from at least 3 members.

3. The Trustees

3.1 The Trustees as **charity trustees** have control of the Charity and its property and funds.

3.2 The Trustees when complete consist of at least three and not more than eleven individuals, all of whom must be members of the Charity.

3.3 The subscribers to the **Memorandum** are the first Trustees.

3.4 Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.

3.5 Trustees who remain qualified may be reappointed for a maximum of 3 consecutive terms of office each of three years. Their willingness to stand for re-election will be announced when notification of the AGM is given.

3.6 When a vacancy on the Board of Trustees arises, Members will be notified and any nominations received 14 days prior to the AGM will be voted upon by Members present at the meeting.

3.7 The Trustees may also invite individuals to become Trustees if they consider that they will benefit the Charity and these will be voted upon by the Members in the same way.

A Trustee's term of office automatically terminates if he or she:

- (1) is disqualified under the Charities Act from acting as a charity trustee;
- (2) is incapable, whether mentally or physically, of managing his or her own affairs;
- (3) is absent without notice from 3 consecutive meetings of the Trustees, or is absent with notice, from 6 meetings in a 2-year period, and is asked by a majority of the other Trustees to resign;
- (4) ceases to be a member (but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM);

- (5) resigns by written notice to the Trustees (but only if at least two Trustees will remain in office);
- (6) is removed by resolution of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views;

3.8 The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee as long as the total number of Trustees does not exceed 11, but a co-opted Trustee holds office only until the next AGM.

3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

4. Trustees' proceedings

4.1 The Trustees must hold at least 4 meetings each year.

4.2 A quorum at a meeting of the Trustees is one more than the nearest to one third of the Trustees (excluding co-opted individuals).

4.3 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.

4.4 The Chair or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.

4.5 Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature. For this purpose 'document' is taken to include electronic documents.

4.6 Except for the Chair of the meeting, who has a casting vote, every Trustee has one vote on each issue.

4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

5. Trustees' powers

The Trustees have the following powers in the administration of the Charity:

- 5.1 To appoint (and remove) any member (who may be a Trustee) to act as Secretary in accordance with the Companies Act.
- 5.2 To appoint a Chair, Treasurer and other honorary officers from among their number.
- 5.3 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least two members of every committee must be Trustees and all proceedings of committees must be reported promptly to the Trustees.
- 5.4 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees.
- 5.5 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any).
- 5.6 To establish procedures consistent with the proper running of the Charity.
- 5.7 To exercise any powers of the Charity which are not reserved to a general meeting.

6. Records and Accounts

- 6.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the **Commission** of:
 - (1) annual returns;
 - (2) annual reports; and
 - (3) annual statements of account.
- 6.2 The Trustees must keep proper records of:
 - (1) all proceedings at general meetings;
 - (2) all proceedings at meetings of the Trustees;
 - (3) all reports of committees; and

(4) all professional advice obtained.

6.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide.

6.4 A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or member. A copy must also be supplied, within two months, to any other person who makes a written request and pays the Charity's reasonable costs.

7. Notices

7.1 Notices under the Articles may be sent by hand, by post or by suitable electronic means or (where applicable to members generally) may be published in any suitable journal or any journal distributed by the Charity.

7.2 The only address at which a member is entitled to receive notices sent by post is the address shown in the register of members.

7.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

(1) 24 hours after being sent by electronic means or delivered by hand to the relevant address;

(2) two clear days after being sent by first class post to that address;

(3) three clear days after being sent by second class or overseas post to that address;

(4) on the date of publication of a newspaper containing the notice;

(5) on being handed to the member (or, in the case of a member organisation, its authorised representative) personally; or, if earlier,

(6) as soon as the member acknowledges actual receipt.

7.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

8. Dissolution

The provisions of the Memorandum relating to dissolution of the Charity take effect as though repeated here.

9. Interpretation

In the Memorandum and in the Articles, unless the context indicates another meaning:

‘AGM’ means an annual general meeting of the Charity;

‘area of benefit’ means the South West of England: the counties of Cornwall, Devon, Dorset, Gloucestershire, Hampshire, the Isles of Scilly, Somerset and Wiltshire and the unitary authorities of Bath & North East Somerset, Bristol, the Isle of Wight, South Gloucestershire, Southampton, Swindon, North Somerset, Bournemouth, Poole, Portsmouth, Plymouth and Torbay.

‘the Articles’ means the Charity’s articles of association;

‘authorised representative’ means an individual who is authorised by a member organisation to act on its behalf at meetings of the Charity and whose name is given to the Secretary;

‘beneficiaries’ means any person living or working in the area of benefit who receives charitable benefits

‘Chair’ means the Chair of the Trustees;

‘the Charity’ means the company governed by the Articles;

‘the Charities Act’ means the Charities Act 1993;

‘charity trustee’ has the meaning prescribed by section 97(1) of the Charities Act;

‘clear day’ means 24 hours from midnight following the relevant event;

‘the Commission’ means the Charity Commissioners for England and Wales;

‘the Companies Act’ means the Companies Act 2006;

‘connected person’ means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any **firm** of which a Trustee is a member or employee, and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;

'custodian' means a person or body who undertakes safe custody of assets or of documents or records relating to them;

'EGM' means an extraordinary general meeting of the Charity;

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

'financial year' means the Charity's financial year;

'firm' includes a limited liability partnership;

'indemnity insurance' means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

'informal membership' refers to a supporter who may be called a 'member' but is not a company member of the Charity.

'material benefit' means a benefit which may not be financial but has a monetary value;

'member' and 'membership' refer to company membership of the Charity;

'Memorandum' means the Charity's Memorandum of Association;

'month' means calendar month;

'nominee company' means a corporate body registered or having an established place of business in England and Wales;

'the Objects' means the Objects of the Charity as defined in clause 3 of the Memorandum;

'Secretary' means the company secretary of the Charity;

'taxable trading' means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;

'Trustee' means a director of the Charity and 'Trustees' means the directors.

'written' or 'in writing' refers to a legible document on paper including a fax message;

'year' means calendar year.

- 9.2 Expressions defined in the Companies Act have the same meaning.
- 9.3 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.