

Pre-1940

TRIUMPH

Motor Club



*Affiliated to the
F.B.H.V.C.*

ARTICLES OF
ASSOCIATION

ARTICLES OF ASSOCIATION

of the

PRE-1940 TRIUMPH MOTOR CLUB LIMITED

A Private Company Limited by Guarantee

PRELIMINARY

The regulations contained or incorporated in The Companies (Model Articles) Regulations 2008 (SI No. 3229) – Schedule 2 are hereby adopted by the Company in their entirety and are to be read in conjunction with the following Amendments. In the case of any inconsistency between the Model Articles and the Amendments, the Amendments shall take precedence.

Note: References in italics hereafter are to any relevant clauses in the above mentioned Model Articles.

AMENDMENTS

PART 1—INTERPRETATION AND LIMITATION OF LIABILITY

Defined terms (clause 1)

1. In these amendments, unless the context requires otherwise- “guarantee” has the meaning given in *clause 2*

Objects

2. The objects of the Company are:

2.1 To acquire and take over all or any part of the assets and liabilities of the present unincorporated body known as the “Pre-1940 Triumph Owners Club”.

2.2 To promote interest in all Triumph motor cars, the chassis for which was made prior to the formation of the Triumph Motor Company Ltd. (1945), together with the Vale Special and any specials built since that time on a qualifying Triumph chassis. Other cars may be included at the discretion of the directors.

2.3 To maintain and update a register of all such cars to be known as the Register of the Pre-1940 Triumph Motor Club Ltd.

2.4 To encourage the preservation and use of all such cars by providing members as

far as is practicable with information, advice and replacement or spare parts.

2.5 To arrange such social and motoring events as may be practicable from time to time and invite other individuals or organisations to attend such functions as may be decided by the directors.

2.6 To edit and produce magazines and/or other literature as may be informative and helpful to members and to the benefit of other interested parties.

2.7 To publicise company activities via the web-site, motoring journals, newspapers and other similar media outlets for public benefit with a view to attracting feedback and increasing knowledge of qualifying cars.

2.8 To join, affiliate or otherwise co-operate with other relevant or appropriate organisations or individuals and to obtain for members any benefits and privileges which may be available.

PART 2 – DIRECTORS – DIRECTORS’ POWERS AND RESPONSIBILITIES

Directors’ general authority (clause 3)

3. The company’s officers shall be the directors. The first directors of the company shall be the subscribers named in the Memorandum of Association. The first directors shall appoint additional directors to manage the company until the first annual general meeting. At this and each subsequent annual general meeting all directors shall be elected by the members. At any time, to fill a vacancy or as an addition, the directors may appoint a member to fill a vacant or additional post until the following annual general meeting. All directors howsoever appointed shall retire at each annual general meeting but may present themselves for re-election. The total number of directors at any time shall be not less than five and not more than twelve.

4. The directors responsible for the management of the company’s business shall as far as is practicable comprise the following:-

- Chairman
- Secretary
- Treasurer
- Membership Secretary
- Magazine Editor
- Spares Secretary
- Registrar and Archivist
- Events Co-ordinator
- Regalia Secretary
- Webmaster

5. Officials of the company shall not be directors within the meaning of the Companies Act 2006 but shall nevertheless follow the procedures which are based, as far as they are applicable, on those provisions of the articles which govern the taking of decisions by directors. All officials shall be appointed by the directors.
6. The officials of the company shall as far as is practicable comprise the following:-
 - Press/PR Secretary
 - Technical Secretary
 - Area and Overseas Representatives.
7. Subject to agreement, any director may hold more than one of the above director or official positions and any official may hold more than one of the official positions.

DECISION-MAKING BY DIRECTORS

Quorum for directors' meetings (clause 11(2))

8. The quorum for directors meetings shall be five.

Chairing of directors' meetings (clauses 12(1) to 12(3))

9. Directors meetings shall normally be chaired by the Chairman of the company.

Casting vote (clause 13)

10. Clause 13 (2) shall not apply.

APPOINTMENT OF DIRECTORS

Methods of appointing directors (clause 17)

11. Any person who is willing to act as director shall have first become a Full member of the company.

Directors' remuneration (clause 19)

12. Clause 19 shall not apply. No remuneration shall be paid to any director, official or member other than expenses in accordance with *clause 20*.

PART 3 – MEMBERS – BECOMING AND CEASING TO BE A MEMBER

Applications for membership (clause 21)

13. The membership year shall be 1st January to 31st December payable by annual subscription on 1st January but a first application to join the Company may be made at any time. Any member accepted on or after the 1st October in any year shall not be required to pay a further subscription until the end of the following membership year.

14. A first application for membership shall be made to the Membership Secretary and shall be accompanied by payment of the annual subscription and such other information as may be determined by the directors. On such application every person shall sign or authenticate a written consent to become a member of the company and shall provide the guarantee and in all ways abide by the articles of the company.

Termination of membership (Clause 22)

15. Failure to pay the current year's annual subscription by 1st February will be considered notice of resignation. No further publications and notices will be sent other than one reminder, and all rights, privileges, benefits and claims against the company will be forfeited. Any member so resigning will however be liable under the guarantee for one year after he/she ceases to be a member. Such a person may subsequently be re-admitted to the company after payment of the subscription due for that year and subject to the approval of the directors.

16. If a member withdraws from membership of the company in accordance with *Clause 22(1)* no refund of subscription shall be made and all rights, privileges, benefits and claims against the company will be forfeited. Any member so withdrawing will however be liable under the guarantee for one year after he/she ceases to be a member.

17. Where membership is terminated under *clause 22(3)* the personal representatives of the deceased person shall be entitled to a refund of subscription on a pro-rata basis for each full month remaining of non-membership.

18. If in the opinion of the directors the conduct of any member is injurious or prejudicial to the interests of the company, the Secretary shall write to the member for an explanation of their conduct. If the Secretary does not receive such an explanation within 14 days or if, when received, it is not considered satisfactory, then the directors may expel the member. The member may appeal against such a decision at the next annual general meeting of the company and a simple majority of the votes cast at such a meeting shall decide whether the decision is to be upheld or annulled. Notification of an appeal shall be made to the Secretary within 14 days of expulsion. Pending any appeal as aforesaid, the member shall be considered as suspended but will continue to receive publications and notices. A member so expelled shall not be entitled to any refund of subscription paid.

Classes of membership

19. Classes of membership shall be as follows:-

- 19.1 Full membership shall be open to anyone who, at the time of their application for membership, owns one or more of the cars referred to in Clause 2.2. Any member who disposes of their car or cars during the year shall be allowed to retain Full membership until the end of the year but no refund of subscription will be made. Such a person may rejoin the following year as an Associate member if they so desire.
- 19.2 Associate membership shall be open to anyone who does not qualify for Full membership but is interested in the company and its objectives. Persons who, at the time of their application for membership, qualify as Full members in accordance with Clause 19.1 shall not be allowed to join as Associate members. An Associate member shall transfer to Full membership upon acquiring a car referred to in Clause 2.2, and shall pay any difference between subscriptions.
- 19.3 Overseas membership shall be open to anyone outside the United Kingdom who, if resident therein, would be entitled to either Full or Associate membership as applicable. The directors may decide upon various classes of Overseas membership reflecting different postage rates or other circumstances.
- 19.4 Honorary membership may be bestowed by ordinary resolution of the company on any individual whose service to the company or to motoring generally is considered to be so outstanding as to merit such an award, subject to such resolution being ratified at an annual general meeting. Honorary membership shall be awarded for life subject to *Clause 22* and such members shall have the same rights, privileges and benefits as a Full member defined in Clause 19.1 but shall not be required to pay an annual subscription in accordance with Clause 20.

Subscriptions

20. The amount of annual subscription for each class of membership shall be those deemed appropriate by the directors, giving due regard to the level of services being provided.

ORGANISATION OF GENERAL MEETINGS

Quorum for general meetings (clause 24)

21. The quorum for all general meetings shall be fifteen Full members.

Attendance and speaking by directors and non-members (clause 26)

22. In *clause 26(1)* the words “whether or not they are members” shall not apply.

VOTING AT GENERAL MEETINGS

Voting: general (clause 28)

23. Only Full members shall be entitled to vote at a general meeting and each Full member shall have one vote.

Poll votes (clause 30)

24. Poll votes shall not apply.

PART 4 – ADMINISTRATIVE ARRANGEMENTS

Annual general meeting

25. The directors shall arrange an annual general meeting. Notice of the meeting shall be given to all Full members at least twelve weeks before the meeting stating the date, time and venue. Any Full member may submit a resolution to be considered at the meeting providing that it is sent to the Secretary not less than eight weeks before the meeting and is proposed and seconded by two Full members. Such resolutions may include nominations for officers of the company.

26. An agenda together with copies of reports and items to be considered at the meeting shall be sent to Full members at least four weeks before the meeting. The purpose of the meeting shall be as follows:-

- to consider and approve the minutes of the previous annual general meeting;
- to receive an annual Directors Report;
- to receive and approve the Financial Statements for the year;
- to elect the Directors;
- to elect an accountant;
- to receive and vote on any resolutions properly brought before the meeting.

Accounts

27. The accounting year for the company shall be 1st January to 31st December. All monies belonging to the company shall be held in one or more appropriate financial institutions approved by the directors, each in the name of the company. All cheques and other similar financial instructions shall be signed by the Treasurer and counter-signed by either the Chairman or Secretary. All income and expenditure shall be at the discretion of the directors and shall be supported by written evidence of the amounts incurred.

28. The first directors shall appoint a professional accountant to prepare the company's annual financial statements. This appointment, and all such subsequent appointments, shall be confirmed by election at each annual general meeting.

29. So long as the company shall meet the criteria and qualify as a small company as defined in the Companies Acts, there shall not be a requirement to have the company's annual accounts audited. However the annual accounts for a particular financial year must be audited if at least 10% in number of the membership shall so demand. Such demand shall be in the form of a notice to the company and deposited at its registered office at least one month before the end of the financial year in question. The notice may not be given before the financial year to which it relates.

**THE COMPANIES (MODEL ARTICLES) REGULATIONS 2008 (SI No.
3229) - SCHEDULE 2
MODEL ARTICLES FOR PRIVATE COMPANIES LIMITED BY
GUARANTEE**

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PART 1 INTERPRETATION AND LIMITATION OF LIABILITY

Defined terms

1. In the articles, unless the context requires otherwise—
 - “articles” means the company’s articles of association
 - “bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
 - “chairman” has the meaning given in article 12;
 - “chairman of the meeting” has the meaning given in article 25;
 - “Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;
 - “director” means a director of the company, and includes any person occupying the position of director, by whatever name called;
 - “document” includes, unless otherwise specified, any document sent or supplied in electronic form;
 - “electronic form” has the meaning given in section 1168 of the Companies Act 2006;
 - “member” has the meaning given in section 112 of the Companies Act 2006;

“participate”, in relation to a directors’ meeting, has the meaning given in article 10;
“proxy notice” has the meaning given in article 31;
“special resolution” has the meaning given in section 283 of the Companies Act 2006;
“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; and
“writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

Liability of members

2. The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for—

- (a) payment of the company’s debts and liabilities contracted before he ceases to be a member,
- (b) payment of the costs, charges and expenses of winding up, and
- (c) adjustment of the rights of the contributories among themselves.

PART 2

DIRECTORS

DIRECTORS’ POWERS AND RESPONSIBILITIES

Directors’ general authority

3.- Subject to the articles, the directors are responsible for the management of the company’s business, for which purpose they may exercise all the powers of the company.

Members’ reserve power

4.—(1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

(2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

Directors may delegate

5.—(1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles—

- (a) to such person or committee;
- (b) by such means (including by power of attorney);
- (c) to such an extent;
- (d) in relation to such matters or territories; and
- (e) on such terms and conditions;

as they think fit.

(2) If the directors so specify, any such delegation may authorise further delegation of the directors’ powers by any person to whom they are delegated.

(3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

Committees

6.—(1) Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.

(2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

DECISION-MAKING BY DIRECTORS

Directors to take decisions collectively

7.—(1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.

(2) If—

(a) the company only has one director, and

(b) no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

Unanimous decisions

8.—(1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.

(2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.

(3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.

(4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

Calling a directors' meeting

9.—(1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.

(2) Notice of any directors' meeting must indicate—

(a) its proposed date and time;

(b) where it is to take place; and

(c) if it is anticipated that directors 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.

(3) Notice of a directors' meeting must be given to each director, but need not be in writing.

(4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

Participation in directors' meetings

10.—(1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—

(a) the meeting has been called and takes place in accordance with the articles, and

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

- (2) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- (3) If all the directors 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.

Quorum for directors' meetings

- 11.—(1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- (2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
- (3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision—
 - (a) to appoint further directors, or
 - (b) to call a general meeting so as to enable the members to appoint further directors.

Chairing of directors' meetings

- 12.—(1) The directors may appoint a director to chair their meetings.
- (2) The person so appointed for the time being is known as the chairman.
- (3) The directors may terminate the chairman's appointment at any time.
- (4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

Casting vote

- 13.—(1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- (2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

Conflicts of interest

- 14.—(1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- (2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
- (3) This paragraph applies when—
 - (a) the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
 - (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - (c) the director's conflict of interest arises from a permitted cause.
- (4) For the purposes of this article, the following are permitted causes—
 - (a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
 - (b) subscription, or an agreement to subscribe, for securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and
 - (c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.

- (5) For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- (6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.
- (7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

Records of decisions to be kept

15. The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

Directors' discretion to make further rules

16. Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

APPOINTMENT OF DIRECTORS

Methods of appointing directors

17.—(1) Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director—

- (a) by ordinary resolution, or
- (b) by a decision of the directors.

(2) In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.

(3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

Termination of director's appointment

18. A person ceases to be a director as soon as—

- (a) 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;
- (b) a bankruptcy order is made against that person;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
- (f) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

Directors' remuneration

- 19.**—(1) Directors may undertake any services for the company that the directors decide.
- (2) Directors are entitled to such remuneration as the directors determine—
- (a) for their services to the company as directors, and
 - (b) for any other service which they undertake for the company.
- (3) Subject to the articles, a director's remuneration may—
- (a) take any form, and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- (4) Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- (5) Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

Directors' expenses

- 20.** The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at—
- (a) meetings of directors or committees of directors,
 - (b) general meetings, or
 - (c) separate meetings of the holders of debentures of the company, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

PART 3

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

Applications for membership

- 21.** No person shall become a member of the company unless—
- (a) that person has completed an application for membership in a form approved by the directors, and
 - (b) the directors have approved the application.

Termination of membership

- 22.**—(1) A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.
- (2) Membership is not transferable.
- (3) A person's membership terminates when that person dies or ceases to exist.

ORGANISATION OF GENERAL MEETINGS

Attendance and speaking at general meetings

- 23.**—(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.
- (2) A person is able to exercise the right to vote at a general meeting when—
- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
 - (b) 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.

- (3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- (4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
- (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.

Quorum for general meetings

24. No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

Chairing general meetings

- 25.—**(1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- (2) If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start—
- (a) the directors present, or
 - (b) (if no directors are present), the meeting,
- must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- (3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.

Attendance and speaking by directors and non-members

- 26.—**(1) Directors may attend and speak at general meetings, whether or not they are members.
- (2) The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

Adjournment

- 27.—**(1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—
- (a) the meeting consents to an adjournment, or
 - (b) it appears to the chairman 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.
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (4) When adjourning a general meeting, the chairman of the meeting must—
- (a) 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 directors, and
 - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days’ notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—
- (a) to the same persons to whom notice of the company’s general meetings is required to be given, and

- (b) containing the same information which such notice is required to contain.
- (6) 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

Voting: general

28. 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.

Errors and disputes

29.—(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.

(2) Any such objection must be referred to the chairman of the meeting whose decision is final.

Poll votes

30.—(1) A poll on a resolution may be demanded—

- (a) in advance of the general meeting where it is to be put to the vote, or
- (b) 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.

(2) A poll may be demanded by—

- (a) the chairman of the meeting;
- (b) the directors;
- (c) two or more persons having the right to vote on the resolution; or
- (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.

(3) A demand for a poll may be withdrawn if—

- (a) the poll has not yet been taken, and
- (b) the chairman of the meeting consents to the withdrawal.

(4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

Content of proxy notices

31.—(1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which—

- (a) states the name and address of the member appointing the proxy;
- (b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
- (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
- (d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.

(2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

(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.

(4) Unless a proxy notice indicates otherwise, it must be treated as—

- (a) 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
- (b) 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.

Delivery of proxy notices

32.—(1) 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 company by or on behalf of that person.

(2) An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

(3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Amendments to resolutions

33.—(1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—

(a) notice of the proposed amendment is given to the company 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 chairman of the meeting may determine), and

(b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

(2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—

(a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and

(b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

(3) If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 4

ADMINISTRATIVE ARRANGEMENTS

Means of communication to be used

34.—(1) Subject to the articles, anything sent or supplied by or to the company 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 company.

(2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

(3) A director may agree with the company that notices or documents sent to that director 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.

Company seals

35.—(1) Any common seal may only be used by the authority of the directors.

(2) The directors may decide by what means and in what form any common seal is to be used.

(3) Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence

of a witness who attests the signature.

(4) For the purposes of this article, an authorised person is—

- (a) any director of the company;
- (b) the company secretary (if any); or
- (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

No right to inspect accounts and other records

36. Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company’s accounting or other records or documents merely by virtue of being a member.

Provision for employees on cessation of business

37. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

DIRECTORS’ INDEMNITY AND INSURANCE

Indemnity

38.—(1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company’s assets against—

- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
- (b) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
- (c) any other liability incurred by that director as an officer of the company or an associated company.

(2) This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

(3) In this article—

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
- (b) a “relevant director” means any director or former director of the company or an associated company.

Insurance

39.—(1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.

(2) In this article—

- (a) a “relevant director” means any director or former director of the company or an associated company,
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director’s duties or powers in relation to the company, any associated company or any pension fund or employees’ share scheme of the company or associated company, and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

