

The Companies Act 2006
Company Limited by Guarantee
and not having a Share Capital

Articles of Association
of
THE INSTITUTE OF AUTOMOTIVE ENGINEER
ASSESSORS

Company Number: 00350568

Charity Number: 273452

Adopted by Special Resolution dated 9 September 2023

THE COMPANIES ACT 2006
Company Limited by Guarantee and not having a Share Capital

ARTICLES OF ASSOCIATION
OF
THE INSTITUTE OF AUTOMOTIVE ENGINEER ASSESSORS

1 NAME

- 1.1 The name of the company is The Institute of Automotive Engineer Assessors (the “**Institute**”) or such name as shall be stated in any certificate of incorporation on change of name for the Institute issued by Companies House from time to time.

2 REGISTERED OFFICE

- 2.1 The registered office of the Institute is to be in England and Wales.

3 OBJECTS

- 3.1 The objects for which the Institute is established are:

3.1.1 To promote and develop for the public benefit the science of the design, manufacture and related technology of motor vehicles and the science of the repair of and risks arising from the use of road vehicles and to further public education therein.

3.1.2 To advance the study of the said sciences, to promote research work therein and in related subjects, and to publish the results of such research (the “**Objects**”).

- 3.2 Nothing in these Articles shall authorise an application of the property of the Charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.

- 3.3 This Article 3 may be amended by special resolution but only with the prior written consent of the Commission.

4 POWERS

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

- 4.1 to act as an authoritative body for the purpose of consultation in matters of public and professional interest concerning the sciences set out at Article 3.1.1;
- 4.2 to further instruction and training in the said sciences;
- 4.3 to maintain the highest possible standards of professional competence and practice and to operate a system of professional regulation and accreditation;
- 4.4 to maintain a register of Automotive Engineer Assessor professionals and create best practice guidance for them;
- 4.5 to conduct or promote investigations in to the conduct or standard of work of Automotive Engineer Assessor professionals;
- 4.6 to promote and facilitate public interest in and the exchange of information about the said sciences;

- 4.7 to aid, promote and encourage the acquisition and advancement of knowledge in all or any of the said sciences;
- 4.8 to develop and hold lectures, classes, training, discussion groups, seminars, public meetings and exhibitions;
- 4.9 to provide advice or information;
- 4.10 to carry out campaigning and advocacy, provided that the Council is satisfied that any proposed campaigning and advocacy will further the Objects to an extent justified by the resources committed and that such activity is not the dominant means by which the Institute promotes the Objects;
- 4.11 to carry out research and to publish and distribute the useful results;
- 4.12 to print, publish, issue, distribute and commission papers, periodicals, books, circulars, pamphlets, leaflets, journals, films, tapes and other instructional matter on any media;
- 4.13 to advertise in such manner as may be thought expedient;
- 4.14 to co-operate with other bodies and to exchange information and advice with them;
- 4.15 to support, administer or set up other charities or to establish charitable trusts for any particular purposes of the Institute and to act as trustee of any charity or special charitable trust whether established by the Institute or otherwise and generally to undertake and execute any charitable trust which may lawfully be undertaken by the Institute and may be conducive to its Objects;
- 4.16 to accept gifts and to raise funds (including by issuing debt instruments but not by means of Taxable Trading) and carry on trade in the course of carrying out the Objects and in its discretion to disclaim any particular contribution;
- 4.17 to receive and administer bequests and donations;
- 4.18 to borrow money and give security for loans or other obligations (but only in accordance with the restrictions imposed by the Charities Act) including entering into any related derivative arrangement, but only where the derivative arrangement is:
 - 4.18.1 ancillary to the transaction;
 - 4.18.2 an integral part of managing the Institute's debt entered into in order to manage risk association with the transaction; and
 - 4.18.3 not a purely speculative transaction;
- 4.19 to acquire or hire property of any kind, and to alter and maintain any such property as may be required from time to time;
- 4.20 to sell, lease or otherwise dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 4.21 to make grants or loans of money and to give guarantees provided that where any payment is made to the treasurer or other proper official of a charity the receipt of such treasurer or official shall be a complete discharge to the Council;
- 4.22 to set aside funds for special purposes or as reserves against future expenditure but only in accordance with a written policy about reserves;
- 4.23 to deposit or invest in funds in any manner (but to invest only after obtaining such advice from a Financial Expert as the Council considers necessary and having regard to the suitability of investments and the need for diversification) provided that the Institute shall have power to retain any investments donated to it;
- 4.24 to delegate the management of investments to a Financial Expert, but only on terms that:

- 4.24.1 the investment policy is set down in writing for the Financial Expert by the Council;
- 4.24.2 timely reports of all transactions are provided to the Council;
- 4.24.3 the performance of the investments is reviewed regularly with the Council;
- 4.24.4 the Council is entitled to cancel the delegation arrangement at any time;
- 4.24.5 the investment policy and the delegation arrangement are reviewed at least once a year;
- 4.24.6 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 Council on receipt; and
- 4.24.7 the Financial Expert must not do anything outside the powers of the Council;
- 4.25 to arrange for investments or other property of the Institute to be held in the name of a nominee company acting under the direction of the Council or controlled by a Financial Expert acting under their instructions and to pay any reasonable fee required;
- 4.26 to deposit documents and physical assets with a company registered or having a place of business in England or Wales as custodian, and to pay any reasonable fee required;
- 4.27 to insure the property of the Institute against any foreseeable risk and take out other insurance policies to protect the Institute when required;
- 4.28 to provide indemnity insurance for the Trustees in accordance with, and subject to the conditions in, section 189 of the Charities Act;
- 4.29 subject to Article 5 to employ paid or unpaid agents staff or advisers;
- 4.30 to enter into contracts to provide services to or on behalf of other bodies;
- 4.31 to establish, hold shares in, or acquire subsidiary companies, other companies or entities and to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity for any of the Objects; and
- 4.32 to do anything else within the law which promotes, helps to promote or is conducive or incidental to the promotion of the Objects.

5 BENEFITS AND CONFLICTS FOR MEMBERS AND TRUSTEES

- 5.1 The property and funds of the Institute must be used only for promoting the Objects and do not belong to the Members or the Trustees.
- 5.2 Members who are not Trustees or Connected Persons may be employed by or enter into contracts with the Institute and receive reasonable payment for goods or services supplied.
- 5.3 Subject to compliance with Article 5.6, Members, Trustees and Connected Persons:
 - 5.3.1 may be paid interest at a reasonable rate on money lent to the Institute;
 - 5.3.2 may be paid a reasonable rent or hiring fee for property let or hired to the Institute;
 - 5.3.3 who are beneficiaries may receive charitable benefits in that capacity on the same terms as any other members of the beneficial class; and
 - 5.3.4 may take part in the normal trading and fundraising activities of the Institute on the same terms as members of the public.
- 5.4 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Institute except:
 - 5.4.1 as mentioned in Articles 4.28, 5.3 or 5.5;

- 5.4.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Institute;
 - 5.4.3 an indemnity pursuant to Article 16 in respect of any liabilities properly incurred in running the Institute (including the costs of a successful defence to criminal proceedings);
 - 5.4.4 payment to any company in which a Trustee or a Connected Person has no more than a one per cent shareholding; or
 - 5.4.5 in exceptional cases, other payments or benefits but only with:
 - (a) the written consent of the Commission in advance where required under the Charities Act; and
 - (b) the approval or affirmation of the Members where required under the Act.
- 5.5 No Trustee, or Connected Person, may be employed by the Institute except in accordance with Article 5.4.5, but any Trustee or Connected Person may enter into a contract with the Institute, as permitted by the Charities Act to supply goods or services to the Institute in return for a payment or other material benefit but only if:
- 5.5.1 the contract is in writing and states the maximum to be paid by the Institute;
 - 5.5.2 the goods or services are actually required by the Institute, and the Council decides that it is in the best interests of the Institute to enter into such a contract;
 - 5.5.3 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services;
 - 5.5.4 no more than a minority of the Trustees are subject to such a contract in any financial year; and
 - 5.5.5 the Trustee has complied with the procedure set out in Article 5.6.
- 5.6 Subject to Article 5.7, any Trustee who becomes a Conflicted Trustee in relation to any matter must:
- 5.6.1 declare the nature and extent of his or her interest at or before discussion begins on the matter;
 - 5.6.2 withdraw from the meeting for that item after providing any information requested by the Council;
 - 5.6.3 not be counted in the quorum for that part of the meeting; and
 - 5.6.4 be absent during the vote and have no vote on the matter.
- 5.7 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum and are satisfied that it is in the best interests of the Institute to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee:
- 5.7.1 to continue to participate in discussions leading to the making of a decision and to vote, except where a Conflicted Trustee or a Connected Person is to receive any payment or material benefit; or
 - 5.7.2 to disclose information confidential to the Institute to a third party; or
 - 5.7.3 to take any other action not otherwise authorised, or to refrain from taking any step required to remove the conflict which, in either case, does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit.

- 5.8 A Conflicted Trustee who obtains (other than through his or her position as a Trustee) information that is confidential to a third party, shall not be in breach of his or her duties to the Institute if he or she declares the conflict in accordance with Article 5.6 and then withholds such confidential information from the Institute.
- 5.9 For any transaction or arrangement authorised under Articles 5.3, 5.4 or 5.5 the Trustee's duty under the Act to avoid a conflict of interest with the Institute shall be disapplied provided the relevant provisions of Article 5.6 have been followed.
- 5.10 This Article 5 may be amended by special resolution provided that where the result would be to authorise a benefit to a Trustee, Member or Connected Person which was not previously authorised under the Articles, it may only be amended with the prior written consent of the Commission.

6 MEMBERSHIP

- 6.1 The Institute must maintain a register of the names and address of the Members.
- 6.2 The first Members of the Institute were the subscribers to the Memorandum.
- 6.3 Subsequent Members of the Institute shall be any person who:
 - 6.3.1 consents in writing to become a Member;
 - 6.3.2 is interested in furthering the Objects;
 - 6.3.3 is eligible to become a Member by reference to the rules prescribed by the Council on practice and qualification (if any);
 - 6.3.4 applies to the Institute in the form approved by the Council; and
 - 6.3.5 is approved by the Council.
- 6.4 The Council may only refuse an application for membership if, acting reasonably and properly, it considers it to be in the best interests of the Institute to refuse the application. The Council must inform the applicant in writing of the reasons for the refusal within twenty one Clear Days of the decision. The Council must consider any written representations the applicant may make within 14 Clear Days of being notified about the decision. The Council's decision following any written representations must be notified to the applicant in writing but shall be final.
- 6.5 Membership is terminated if the Member concerned:
 - 6.5.1 gives written notice of resignation to the Institute unless, after the resignation, there would be less than two members;
 - 6.5.2 dies;
 - 6.5.3 is six months in arrears in paying the relevant subscription (if any) (but in such a case the Member may be reinstated on payment of the amount due); or
 - 6.5.4 is removed from Membership by resolution of the Council on the ground that in the Council's reasonable opinion the Member's continued Membership is harmful to the Institute (but only after notifying the Member in writing and considering the matter in the light of any written representations which the Member concerned puts forward within fourteen Clear Days after receiving notice).
- 6.6 Membership of the Institute is not transferable.
- 6.7 The Council may establish different classes of Membership and recognise one or more classes of supporters who are not Members (but who may nevertheless be termed "members") and set out their respective rights and obligations.

7 **LIABILITY OF MEMBERS AND GUARANTEE**

The liability of Members is limited to a sum not exceeding £1, being the amount that each Member undertakes to contribute to the assets of the Institute in the event of its being wound up while he or she is a Member or within one year after he or she ceases to be a Member for:

- 7.1.1 payment of those debts and liabilities of the Institute incurred before he or she ceased to be a Member;
- 7.1.2 payment of the costs, charges and expenses of winding up the Institute; and
- 7.1.3 the adjustment of rights of contributors among themselves.

8 **GENERAL MEETINGS OF MEMBERS**

8.1 **Attendance**

- 8.1.1 Members are entitled to attend general meetings.
- 8.1.2 The Secretary shall, notwithstanding that he or she is not a Member, be entitled to attend and speak at any general meeting.
- 8.1.3 Nothing in these Articles is to be taken to preclude the holding and conducting of a general meeting by such suitable Electronic Means as the Council may decide which provide for all Members who are not present together at the same place to be able to communicate with all the other participants simultaneously, to speak and to vote during the general meeting.

8.2 **Notice**

- 8.2.1 A general meeting may be called at any time by the Council and must be called on a request from at least five percent of the Members having the right to vote at general meetings of the Institute if the request is issued in accordance with the Act.
- 8.2.2 Subject to Article 8.2.3, general meetings are called on at least fourteen Clear Days' notice (unless the Act requires a longer notice period) specifying:
 - (a) the time, date and place of the meeting;
 - (b) the general nature of the business to be transacted;
 - (c) the terms of any proposed special resolution; and
 - (d) notifying Members of their right to appoint a proxy under section 324 of the Act and Article 8.8.
- 8.2.3 A general meeting may be called by shorter notice if ninety per cent of the Members entitled to vote upon the business to be transacted agree.
- 8.2.4 Notice of general meetings should be given to every Member and Trustee, and to the Institute's auditors.
- 8.2.5 The proceedings at a general meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Institute.

8.3 **Quorum**

- 8.3.1 No business shall be transacted at any meeting unless a quorum is present. There is a quorum at a general meeting if the number of Members present in person or by proxy is at least twenty or five percent of the total Membership entitled to attend and vote, whichever is the greater.

8.3.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Council may determine.

8.4 **Chairperson of the Meeting**

8.4.1 The President shall be chairperson or (if the President is unable or unwilling to do so) the President Elect. If neither are present or willing to act as chair, the Council shall elect some other Trustee to preside at the general meeting.

8.4.2 If no Trustee is willing to act as chairperson, or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to be chairperson. Save that a proxy who is not a Member entitled to vote shall not be entitled to be appointed as chairperson.

8.5 **Adjournment**

The chairperson may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven Clear Days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. If the meeting is adjourned for less than fourteen days it shall not be necessary to give any such notice.

8.6 **Voting General**

8.6.1 Except where otherwise provided by the Articles or the Act, every issue is decided by an ordinary resolution.

8.6.2 On a poll or a show of hands, votes may be given either personally or by proxy in accordance with the provisions of Article 8.8.

8.6.3 On a show of hands or a poll every Member who is present in person or by proxy shall have one vote, unless the proxy is a Member in their own right entitled to vote in which case they shall be entitled to a vote in their own right and a vote as a proxy.

8.6.4 A Member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental incapacity may vote, whether on a show of hands or on a poll, by his or her deputy, registered attorney, curator bonis or other person authorised in that behalf appointed by that court, and any such deputy, registered attorney, curator bonis or other person may, on a show of hands or on a poll, vote by proxy. Evidence to the satisfaction of the Council of the authority of the person claiming to exercise the right to vote shall be deposited at the Institute's registered office, or at such other place as is specified in accordance with these Articles for the deposit of instruments of proxy, not less than forty eight hours (excluding public holidays and weekends) before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.

8.6.5 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairperson whose decision shall be final and conclusive.

8.7 **Poll Voting**

- 8.7.1 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
- (a) by the chairperson; or
 - (b) by at least five Members having the right to vote at the meeting; or
 - (c) by a Member or Members representing not less than ten percent of the total voting rights of all the Members having the right to vote at the meeting;
- and a demand by a person as proxy for a Member shall be the same as a demand by the Member.
- 8.7.2 Unless a poll is duly demanded a declaration by the chairperson that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 8.7.3 A demand for a poll may be withdrawn if the poll has not yet been taken; and the chairperson consents to the withdrawal. A demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 8.7.4 A poll shall be taken as the chairperson directs and he or she may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 8.7.5 A poll demanded on the election of a chairperson or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairperson directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- 8.7.6 No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven Clear Days' notice shall be given specifying the time and place at which the poll is to be taken.

8.8 **Proxy Voting**

- 8.8.1 The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in a form approved by the Council which shall without limitation:
- (a) state the name and address of the Member appointing the proxy;
 - (b) identify the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;
 - (c) be executed by or on behalf of the Member appointing the proxy; and
 - (d) be delivered to the Institute in accordance with these Articles and any instructions contained in the notice of the general meeting to which the proxy relates.
- 8.8.2 The appointment of a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Council may:

- (a) in the case of an instrument in Hard Copy Form be deposited at the Institute's registered office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Institute in relation to the meeting not less than forty eight hours (excluding public holidays and weekends) before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
 - (b) in the case of an appointment contained in an Electronic Form, where an address has been specified for the purpose of receiving information by Electronic Means:
 - (i) in the notice convening the meeting, or
 - (ii) in any instrument of proxy sent out by the Institute in relation to the meeting, or
 - (iii) in any invitation which is sent by Electronic Means to appoint a proxy issued by the Institute in relation to the meeting,
 be received at such address not less than forty eight hours (excluding public holidays and weekends) before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;
 - (c) in the case of a poll taken more than forty eight hours (excluding public holidays and weekends) after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than twenty four hours (excluding public holidays and weekends) before the time appointed for the taking of the poll; or
 - (d) where the poll is not taken immediately but is taken not more than forty eight hours (excluding public holidays and weekends) after it was demanded, be delivered at the meeting at which the poll was demanded to the chairperson or to the Secretary or to any Trustee;
- and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.

8.8.3 An appointment of a proxy may be revoked by delivering to the Institute a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking the appointment of a proxy only takes effect if it received by the Institute at its registered office or at such other place at which the instrument of proxy was duly deposited or, where the appointment of the proxy was sent by Electronic Means, at the address at which such appointment was duly received before the commencement of the meeting or adjourned meeting at which the vote to which it relates is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

8.8.4 A vote given or poll demanded by proxy shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was effective in accordance with Article 8.8.3.

8.9 **Written Resolutions**

Subject to the provisions of the Act:

8.9.1 A written resolution is passed as an ordinary resolution if it is agreed to by Members representing a simple majority of the total voting rights of Eligible Members.

8.9.2 A written resolution is passed as a special resolution if it is agreed to by Members representing not less than seventy five percent of the total voting rights of Eligible Members; and states that it is a special resolution.

- 8.9.3 A Members' resolution under the Act removing a Trustee or an auditor before the expiration of his or her term of office may not be passed by a written resolution.
- 8.9.4 A copy of the written resolution must be sent to every Eligible Member together with a statement informing them of the date by which the resolution must be passed if it is not to lapse, and how to indicate their agreement to the resolution.
- 8.9.5 A Member indicates his or her agreement to a written resolution when the Institute receives from the Member an authenticated document identifying the written resolution and indicating his or her agreement to it:
- (a) by the Member's signature if the document is in Hard Copy Form; or
 - (b) by the Member's signature, or confirmation of the Member's identity in a manner specified by the Institute, accompanied by a statement of the Member's identity which the Institute has no reason to doubt, if the document is in Electronic Form.
- 8.9.6 A written resolution lapses if the required number of agreements has not been obtained by twenty eight days beginning with the Circulation Date of the resolution.

8.10 **AGMs**

- 8.10.1 The Institute must hold an AGM in every year which all Members are entitled to attend and there shall not be a period exceeding fifteen months between such meetings.
- 8.10.2 At an AGM the Members:
- (a) receive the accounts of the Institute for the previous financial year;
 - (b) receive the Council's report on the Institute's activities since the previous AGM;
 - (c) accept the retirement of those Trustees who wish to retire or who are retiring by rotation;
 - (d) elect persons to be Trustees to fill vacancies arising;
 - (e) appoint independent examiners or auditors for the Institute; and
 - (f) discuss and determine any issues of policy or deal with any other business put before them by the Council.

8.11 **EGMs**

Any general meeting which is not an AGM is an EGM.

9 **THE COUNCIL**

- 9.1 The Trustees as Charity Trustees have control of the Institute and its property and funds.
- 9.2 The Trustees in office at the date these Articles are adopted shall continue their current respective terms. Subsequent appointments shall be made as subsequently laid out in these Articles. No one may be appointed as a Trustee if he or she would be disqualified from acting under the provisions of Article 9.179.17.
- 9.3 The Council shall consist of:
- 9.3.1 The President;
 - 9.3.2 The President Elect;
 - 9.3.3 The Immediate Past President; and
 - 9.3.4 up to 10 Appointed Trustees;

each of whom must be a Member, who are or have been engaged in a role within the vehicle damage assessment or related industry as prescribed by any nominations committee of the Council.

- 9.4 The President Elect shall be appointed by the Council at an AGM and shall serve as President Elect for a term of two years.
- 9.5 The President Elect shall become President at an AGM on completing his term as President Elect and shall serve as President for two years. The President shall not be eligible for re-election as President until the expiration of four years from the date of his or her retirement.
- 9.6 Where a President Elect or a President stands down before the end of their two year term, the Council shall appoint a Trustee to fill any vacancy for such term as the Council so decides.
- 9.7 The Immediate Past President shall serve as a Trustee for two years following the date of his or her retirement as President.
- 9.8 Each Appointed Trustee shall be appointed for a term of office of three years.
- 9.9 The Council may from time to time, in consultation with the nominations committee established by the Council, if any, appoint from among the Appointed Trustees an honorary Finance Officer, an honorary Education Officer and such other honorary officers (each an "Honorary Office Holder") on such terms as the Council thinks fit.
- 9.10 The minimum number of Trustees shall be five but (unless otherwise determined by ordinary resolution) there shall be no maximum number of Trustees that may be appointed.
- 9.11 Every Trustee must sign a declaration of willingness to act as a Charity Trustee of the Institute before he or she is eligible to act as a Trustee and/or vote at any meeting of the Council.
- 9.12 One-third (or the number nearest one-third) of the Appointed Trustees must retire at each AGM those longest in office retiring first and the choice between any of equal service being made by drawing lots. If an Appointed Trustee is required to retire at an AGM by a provision of these Articles the retirement shall take effect upon the conclusion of the meeting.
- 9.13 Subject to Article 9.14, a retiring Trustee shall be eligible for re-appointment for consecutive periods not exceeding in aggregate nine years from the date of his or her original appointment but thereafter a Trustee shall not be eligible for re-appointment until one year after his or her retirement. This Article shall not apply to Trustees being appointed under Articles 9.3.1 to 9.3.3
- 9.14 An Honorary Office Holder may be reappointed for a further term of 3 years if the Council considers it would be in the best interests of the Institute for that Honorary Office Holder to continue to serve beyond their maximum term.
- 9.15 In this Article 9, a 'year' means the period between one AGM and the next.
- 9.16 No person other than a Trustee retiring by rotation shall be appointed or re-appointed a Trustee at any general meeting unless:
 - 9.16.1 he or she is recommended by the Council; or
 - 9.16.2 not less than twenty nor more than forty Clear Days before the date appointed for the meeting notice executed by a Member qualified to vote at the meeting has been given to the Institute of the intention to propose that person for appointment or re-appointment stating the particulars which would if he or she were so appointed or re-appointed be required to filed by the Institute at Companies House together with a notice executed by that person of his or her willingness to be appointed or re-appointed.
- 9.17 A Trustee's term of office automatically terminates if:
 - 9.17.1 he or she dies;

- 9.17.2 he or she is disqualified under the Charities Act from acting as a Charity Trustee;
 - 9.17.3 a registered medical practitioner who is treating that person gives a written opinion to the Institute stating that he or she has become physically or mentally incapable of acting as a Trustee and may remain so for three months;
 - 9.17.4 he or she is absent without permission of the Council from three consecutive meetings and is asked by a majority of the Trustees to resign;
 - 9.17.5 he or she ceases to be a Member of the Institute;
 - 9.17.6 he or she resigns by written notice to the Council (but only if at least five Trustees will remain in office);
 - 9.17.7 he or she is removed from office by a resolution of the Council that it is in the best interests of the Institute that their office be vacated passed at a meeting at which at least half of the Trustees are present. Such a resolution must not be passed unless:
 - (a) the Trustee has been given at least 14 Clear Days' notice in writing of the meeting of the Council at which the resolution will be proposed and the reasons why it will be proposed; and
 - (b) the Trustee has been given a reasonable opportunity to make representations to the meeting either in person or in writing. The other Trustees must consider any representations made by the Trustee (or the Trustee's representative) and inform the Trustee of their decision following such consideration. There shall be no right of appeal from a decision of the Council to terminate the trusteeship of a Trustee; or
 - 9.17.8 he or she is removed by resolution passed by the Members present and voting at a general meeting after the meeting has invited the views of the Council concerned and considered the matter in the light of any such views.
- 9.18 The Council may at any time co-opt any person duly qualified to be appointed as a Trustee (subject to Article 9.10) as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.
- 9.19 A Trustee may not appoint an alternate Trustee or anyone to act on his or her behalf at meetings of the Council.
- 9.20 A technical defect in the appointment of a Trustee of which the Council is unaware at the time does not invalidate decisions taken at a meeting.
- 10 PROCEEDINGS OF THE COUNCIL**
- 10.1 The Council must hold at least three meetings each year.
- 10.2 The Chairperson may at any time, and two Trustees jointly may at any time, call a meeting of the Council.
- 10.3 Notice of every meeting shall be sent to each Trustee (other than those for the time being not in the United Kingdom), specifying the place, day and hour of the meeting and the business to be discussed.
- 10.4 A quorum at a meeting of the Council is five Trustees, excluding any Conflicted Trustee who has not been authorised to participate in discussions or a vote under Article 5.7.
- 10.5 A meeting of the Council may be held either in person or by suitable Electronic Means agreed by the Council in which all participants may communicate with all the other participants simultaneously but at least one meeting in each year must be held in person (except where circumstances require that such a meeting shall be held by suitable Electronic Means).

- 10.6 The President, or (if the President is unable or unwilling to do so) the President Elect or some other Trustee chosen by the Trustees present shall preside at each meeting.
- 10.7 Every issue may be determined by a simple majority of the votes cast at a meeting but a resolution in writing agreed by a simple majority of the Trustees (other than any Conflicted Trustee who has not been authorised to vote under Article 5.7) is as valid as a resolution passed at a meeting provided that:
- 10.7.1 a copy of the resolution is sent to or submitted to all the Trustees eligible to vote; and
- 10.7.2 a simple majority of the Trustees have signified their agreement to the resolution in an authenticated document or documents which are received at the Institute's registered office within the period of 28 days beginning with the circulation date.
- 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.
- 10.8 Except for the chairperson of the meeting, who has a second or casting vote, every Trustee has one vote on each issue.
- 10.9 A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Institute or in any transaction or arrangement entered into by the Institute which has not previously been declared; and a Trustee must comply with the requirements of Article 5.
- 10.10 A procedural defect of which the Council is unaware at the time does not invalidate decisions taken at a meeting.

11 **POWERS OF THE COUNCIL**

The Trustees have the following powers in the administration of the Institute in their capacity as Charity Trustees:

- 11.1 to appoint (and remove) any Member (who may be a Trustee) to act as Secretary to the Institute;
- 11.2 to appoint (and remove) a chairperson, Secretary, treasurer and other honorary officers from among their number on such terms as they shall think fit;
- 11.3 to invite observers to attend meetings of the Council, and to pay their reasonable expenses out of the Institute's funds. For the avoidance of doubt, such observers are not Trustees and shall not count towards the quorum for a meeting, shall not have any power to vote on a matter and shall leave the meeting when the Council votes on a matter;
- 11.4 to delegate any of their functions to committees consisting of two or more individuals appointed by them, but at least two members of every committee must be Trustees (save for any nominations committee or disciplinary committee set up to investigate allegations of misconduct against members of the Institute which must fully comprise Trustees) and all proceedings of committees must be reported promptly to the Council. The chairperson of every committee shall be a Trustee and have a casting vote. The Council may:
- 11.4.1 impose conditions when delegating, including the conditions that:
- (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- (b) no expenditure may be incurred on behalf of the Institute except in accordance with a budget previously agreed with the Council;
- 11.4.2 revoke or alter a delegation;

- 11.5 to delegate the day to day management of the affairs of the Institute in accordance with the directions of the Council to any person, by such means, to such an extent, in relation to such matters and on such terms and conditions (including the payment of a salary) as they think fit;
- 11.6 to make standing orders consistent with these Articles and the Act to govern proceedings at general meetings;
- 11.7 to make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Institute. Such rules or bye laws may regulate the following matters but are not restricted to them:
 - 11.7.1 the admission of Members (including the admission of organisations to membership) and the rights and privileges of such Members, and the entrance fees, subscriptions and other fees or payments to be made by Members;
 - 11.7.2 the conduct of Members in relation to one another and to the Institute's employees and volunteers;
 - 11.7.3 the setting aside of the whole or any part or parts of the Institute's premises at any particular time or times or for any particular purpose or purposes;
 - 11.7.4 the procedure at general meetings and meetings of the Council in so far as such procedure is not regulated by the Act or these Articles;
 - 11.7.5 generally, all such matters as are commonly the subject matter of company rules;
 provided that:
 - 11.7.6 the Institute in general meeting has the power to alter, add to or repeal the rules or bye laws;
 - 11.7.7 the Council adopts such means as it thinks sufficient to bring the rules and bye laws to the notice of the Members;
 - 11.7.8 no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Articles;
 and
 - 11.7.9 the rules or bye laws shall be binding on all Members;
- 11.8 to establish procedures to assist the resolution of disputes within the Institute;
- 11.9 to exercise any powers of the Institute which are not reserved to the Members; and
- 11.10 to change the name of the Institute.

12 **SEAL**

- 12.1 The seal, if any, may only be used by the authority of the Trustees or of a committee of the Council authorised by the Trustees.
- 12.2 The Trustees may determine by what means and in what form the seal is to be used.
- 12.3 Unless otherwise decided by the Trustees, if the seal 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.
- 12.4 For the purposes of this Article, an authorised person is:
 - 12.4.1 any Trustee;
 - 12.4.2 the secretary (if any); or
 - 12.4.3 any person authorised by the Trustees for the purpose of signing documents to which the seal is applied

13 RECORDS & ACCOUNTS

13.1 The Council must comply with the requirements of the Act and of the Charities Act as to keeping financial records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:

13.1.1 annual reports;

13.1.2 annual returns; and

13.1.3 annual statements of account.

13.2 The Council must keep records of:

13.2.1 all proceedings at general meetings;

13.2.2 all proceedings at meetings of the Council;

13.2.3 all reports of committees; and

13.2.4 all professional advice obtained.

13.3 Accounting records relating to the Institute must be made available for inspection by any Trustee at any reasonable time during normal office hours and may be made available for inspection by Members who are not Trustees if the Council so decides.

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

14 MEANS OF COMMUNICATION TO BE USED

(In this Article "Document" includes without limitation a notice, proxy form, guarantee certificate or other information, except where expressly excluded.)

14.1 Any Document to be given to or by any person pursuant to these Articles must be in writing and sent or supplied in Hard Copy Form or Electronic Form.

14.2 A Document may be:

14.2.1 delivered by hand and is treated as being delivered at the time it is handed to or left for the Member;

14.2.2 sent by post or other delivery service not referred to below and is treated as being delivered:

(a) forty-eight hours after it was posted, if first class post was used; or

(b) seventy-two hours after it was posted or given to delivery agents, if first class post was not used,

provided it can be proved conclusively that a Document was delivered by post or other delivery service by showing that the envelope containing the Document was:

(c) properly addressed; and

(d) put into the post system or given to delivery agents with postage or delivery paid;

14.2.3 (other than a guarantee certificate) sent by fax and is treated as being delivered forty-eight hours after it was sent; or

14.2.4 (other than a guarantee certificate) sent by electronic mail, provided that the recipient has agreed (specifically or generally) that the document or

information may be sent in that form, and this agreement has not been revoked, and is treated as being delivered at the time it was sent.

This Article does not affect any provision in any relevant legislation or these Articles requiring notices or documents to be delivered in a particular way.

- 14.3 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.
- 14.4 A Member present in person or by proxy at any general meeting of the Institute shall be deemed to have received notice of the meeting, and where necessary of the purpose for which it was called.
- 14.5 A Member who does not register an address with the Institute or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Institute.

15 EXCLUSION OF MODEL ARTICLES

Any model articles for a company limited by guarantee that may exist (including those constituting Schedule 2 to the Companies (Model Articles) Regulations 2008 are hereby expressly excluded.

16 INDEMNITY

- 16.1 The Institute shall indemnify every Trustee against any liability incurred in successfully defending legal proceedings in that capacity, or in connection with any application in which relief is granted by the Court from liability for negligence, default, or breach of duty or breach of trust in relation to the Institute.
- 16.2 In this Article a "Trustee" means any Trustee or former Trustee of the Institute.
- 16.3 The Institute may indemnify an auditor against any liability incurred by him or her:
 - 16.3.1 in defending proceedings (whether civil or criminal) in which judgement is given in his or her favour or he or she is acquitted; or
 - 16.3.2 in connection with an application under section 1157 of the Act (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him or her by the Court.

17 DISSOLUTION

- 17.1 If the Institute 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 as the Trustees may decide:
 - 17.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
 - 17.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects; or
 - 17.1.3 in such other manner consistent with charitable status as the Commission approves in writing in advance.
- 17.2 A final report and statement of account must be sent to the Commission.
- 17.3 This Article may not be amended without the prior written consent of the Commission.

18 INTERPRETATION

- 18.1 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.

18.2 In these Articles expressions not otherwise defined which are defined in the Act have the same meaning.

18.3 In these Articles words importing one gender shall include all genders, and the singular includes the plural and vice versa.

18.4 In these Articles:

“Act” means the Companies Acts as defined in section 2 of the Companies Act 2006, in so far as they apply to the Institute;

“Address” means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the Institute;

“AGM” means an annual general meeting of the Institute;

“these Articles” means these articles of association;

“the Charities Act” means the Charities Act 2011

“Charity Trustee” has the meaning prescribed by section 177 of the Charities Act;

“Circulation Date” has the meaning prescribed by section 290 of the Act;

“Clear Day” in relation to the period of notice means a period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“the Commission” means the Charity Commission for England and Wales or any body which replaces it;

“Conflicted Trustee” means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person stands to receive a benefit from the Institute, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Institute;

“Connected Person” means, in relation to a Trustee, a person connected with a director within the meaning of the Act or a person connected with a Charity Trustee or a trustee for a charity within the meaning of the Charities Act;

“Council” means the directors of the Institute;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“EGM” means an extraordinary general meeting of the Institute;

“Electronic Form” and “Electronic Means”	have the meanings respectively prescribed to them in the Act;
“Eligible Member”	has the meaning prescribed by the Companies Act 2006;
“executed”	includes any mode of execution;
“Financial Expert”	means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
“firm”	includes Limited Liability Partnership;
“Hard Copy Form”	has the meaning prescribed by the Companies Act 2006;
“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 act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;
“material benefit”	means a benefit, direct or indirect, which may not be financial but has monetary value;
“Member” and “Membership”	refer to company membership of the Institute;
“Memorandum”	means the Institute’s memorandum of association;
“month”	means calendar month;
“Objects”	“Objects” means the Objects of the Institute as defined in Article 3;
“Secretary”	means any person appointed to perform the duties of the secretary of the Institute;
“Taxable Trading”	means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax;
“Trustee”	means a director of the Institute;
“written” or “in 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, without limitation by, Hard Copy Form, Electronic Means or otherwise; and
“year”	means calendar year.