

**THE COMPANIES ACTS 1985, 1989 AND 2006**

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**PRIVATE COMPANY LIMITED BY GUARANTEE**

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**ARTICLES OF ASSOCIATION**

**- of -**

**MAIDSTONE HOCKEY CLUB LIMITED**

25th May 2020

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## **PART 1**

### **DETAILS, INTERPRETATION AND LIMITATION OF LIABILITY**

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

1.1 In these Articles, unless the context requires otherwise:

"the 2006 Act"	means the Companies Act 2006 as modified by statute or re-enacted from time to time;
"Articles"	means these articles of association, as may be amended from time to time;
"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;
"Board"	means the board of directors of the Club established from time to time in accordance with Article 18, the members of which are the directors of the Club for the purposes of the Companies Acts;
"Chairperson"	means the person elected from time to time in accordance with these Articles as the chairman of the Club;
"clear days"	means a period of days exclusive of the day on which the notice is served and of the day for which it is given;
"Chairperson of the meeting"	has the meaning given in Article 13;
"Club"	means Maidstone Hockey Club Limited;
"Companies Acts"	means the Companies Acts (as defined in section 2 of the 2006 Act), in so far as they apply to the Club;
"director"	means a Voting Member who is a director of the Club, 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;

"EH"	means England Hockey which is the governing body of hockey within England) of Bisham Abbey National Sports Centre, Marlow, Buckinghamshire SL7 1RR;
"Elected Director"	means a director elected in accordance with Articles 18.2 and 23;
"electronic form"	has the meaning given in Section 1168 of the 2006 Act;
"general meeting"	means an annual general meeting or other general meeting of the Club;
"hard copy form"	has the meaning given in Section 1168 of the 2006 Act;
"FIH"	means the international governing body for hockey, which is the International Hockey Federation;
"Life Vice President"	means a member who is appointed as a life vice president by the Voting Members of the Club pursuant to Article 27.2.6, in recognition of outstanding Maidstone Hockey Club Limited contribution or long service to the Club;
"member"	means the persons admitted to the membership of the Club in accordance with Article 24 and any Rules from time to time in force;
"ordinary resolution"	has the meaning given in Section 282 of the 2006 Act;
"participate"	in relation to a directors' meeting, has the meaning given in Article 11;
"proxy notice"	has the meaning given in Article 36.1;
"Rules"	means the rules and regulations of the Club made by the Board or by the Club in a general meeting, as amended from time to time;
"Secretary"	means the secretary of the Club appointed from time to time in accordance with these Articles;
"special resolution"	has the meaning given in Section 283 of the 2006 Act;
"subsidiary"	the meaning given in Section 1159 of the 2006 Act;

"Treasurer"	means the person from time to time elected in accordance with these Articles as the treasurer of the Club;
"Vice President"	means a member who is appointed as vice president by the Voting Members of the Club pursuant to Article 27.2.6, in recognition of outstanding contribution and/or long service to the Club;
"Vice Chairperson"	the person from time to time elected in accordance with these Articles as one of the two (2) Vice Chairpersons of the Club;
"Voting Members"	mean the members of the Club who, under these Articles and the Rules are entitled to receive notice of, attend and vote at general meetings and who are members of the Club for the purposes of the Companies Acts; 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.

- 1.2 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the 2006 Act.
- 1.3 Words importing the singular number shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations.
- 1.4 For the purposes of Section 20 of the 2006 Act, the relevant model articles shall be deemed to have been excluded fully and replaced with the provisions of these Articles.

## **2. Objects**

- 2.1 The objects for which the Club is established ("Objects") are:
  - 2.1.1 The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of hockey in Maidstone
  - 2.1.2 to provide and maintain Club premises at The Clubhouse, South Park, Armstrong Road, Maidstone, Kent ME15 6AZ (or any other premises used by the Club), the pitch at South Park, and club-

owned hockey equipment for the use of its members (without discrimination);

- 2.1.3 to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, medical treatment and post-match refreshments;
- 2.1.4 to sell or supply food and/or drink and provide other activities as a social adjunct to the sporting purposes of the Club;
- 2.1.5 to obtain funding for the activities of the Club by collecting membership subscriptions, and match fees, by obtaining sponsorship and other available funding;
- 2.1.6 to promote amateur hockey within the Club and the community;
- 2.1.7 to acquire, establish, own, operate and turn to account in any way for the members' benefit the hockey facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- 2.1.8 to undertake and execute charitable trusts relating to the activities of the Club; and
- 2.1.9 to do all such other things as shall be thought fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Article 2.

### **3. Powers**

- 3.1 The Club shall have the powers to do all such lawful things as are consistent with the furtherance of its Objects ("the Powers").
- 3.2 All surplus income or profits are to be re-invested in the club. No surplus or assets will be distributed to members or third parties.
- 3.3 Nothing in Article 3.2 shall prevent the payment in good faith by the Club:
  - 3.3.1 of remuneration to any director of the Club in accordance with Article 20.1;
  - 3.3.2 to any director, member, committee or sub-committee member of reasonable and proper out-of-pocket expenses;

- 3.3.3 of interest on money lent by a member of the Club or its directors at a commercial rate of interest;
- 3.3.4 of reasonable and proper rent for premises demised or let by any member of the Club or by any director;
- 3.3.5 of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the directors (or any of them) in relation to the Club; and/or
- 3.3.6 other payments as are permitted by these Articles.

#### **4. Liability of members**

- 4.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Club 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 any of the items set out in Article 4.2.
- 4.2 The items for which the members undertake to contribute are:
  - 4.2.1 payment of the Club's debts and liabilities contracted before he ceases to be a member;
  - 4.2.2 payment of the costs, charges and expenses of winding up.

### **PART 2**

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES**

##### 5. Directors' general authority

- 5.1 Subject to these Articles, any Rules made pursuant to them and the Companies Acts, the Board is responsible for the management of the Club's business, for which purpose it may exercise all the powers of the Club.



5.2 No Rule made by the Club in a general meeting shall invalidate any prior act of the Board which would have been valid if such Rule had not been made.

## 6. Directors may delegate

6.1 Subject to these Articles, the Board may delegate any of the powers which are conferred on it under these Articles:

6.1.1 to such person or committee;

6.1.2 by such means (including by power of attorney);

6.1.3 to such an extent;

6.1.4 in relation to such matters or territories; and

6.1.5 on such terms and conditions;

as it thinks fit.

6.2 All acts and proceedings delegated under Article 6.1 shall be reported to the Board in due course.

6.3 If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any person to whom they are delegated.

6.4 The Board may revoke any delegation in whole or part, or alter its terms and conditions.

## 7. Committees

7.1 Committees to which the Board delegates any of its powers must follow the procedures which are set out in the Rules and/or these Articles

## **DECISION-MAKING BY DIRECTORS**

### 8. Directors to take decisions collectively

Any decision of the Board must be either a majority decision or a decision taken in accordance with Article 9.

### 9. Unanimous decisions

9.1 A decision of the Board 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.

- 9.2 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.
- 9.3 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 meeting of the Board.
- 9.4 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.

## 10. Calling a meeting of the Board

- 10.1 Any director may call a meeting of the Board by giving notice of the meeting to the directors or by directing the Secretary to give such notice.
- 10.2 Notice of any meeting of the Board must indicate:
- 10.2.1 its proposed date and time;
  - 10.2.2 where it is to take place; and
  - 10.2.3 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.
- 10.3 Notice of a meeting of the Board must be given to each director, but need not be in writing. A director who is absent from the United Kingdom shall be entitled to notice of a meeting if he has provided a valid email or other appropriate electronic address.

## 11. Participation in meetings of the Board

- 11.1 Subject to these Articles, directors participate in a meeting of the Board, or part of a meeting of the Board, when:
- 11.1.1 the meeting has been called and takes place in accordance with these Articles, and
  - 11.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 11.2 In determining whether directors are participating in a meeting of the Board, it is irrelevant where any director is or how they communicate with each other.
- 11.3 If all the directors participating in a meeting of the Board are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## 12. Composition of the Board and Quorum

- 12.1 At a meeting of the Board, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 12.2 The quorum for meetings of the Board may be fixed from time to time by a decision of the directors, but it must never be less than three.
- 12.3 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:
  - 12.3.1 to call a general meeting so as to enable the members to fill a casual vacancy arising among the directors; or
  - 12.3.2 to admit members to the Club.

## 13. Chairing of meetings of the Board

- 13.1 The Chairperson shall be chairperson of the Board. The Chairperson shall preside as chairperson at all meetings of the Board at which he shall be present.
- 13.2 If at any meeting the Chairperson is not present within fifteen minutes after the time appointed for holding the meeting or he is not willing to preside, the members of the Board present shall choose one of their number to be chairman of the meeting. The person so appointed for the time being is known as the chairperson.

## 14. Casting vote

- 14.1 If the numbers of votes for and against a proposal are equal, the Chairperson or other director chairing the meeting of the Board has a casting vote.
- 14.2 Article 14.1 shall not apply to give a casting vote to the Chairperson or other director chairing the meeting (as appropriate) if, in accordance with these Articles, the Chairperson or other director is not to be counted as participating in the decision making process for quorum or voting purposes.

## 15. Conflicts of interest

- 15.1 Subject to Article 15.2, if a proposed decision of the Board is concerned with an actual or proposed transaction or arrangement with the Club 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.

- 15.2 The prohibition under Article 15.1 shall not apply when:
- 15.2.1 the Board approves the director counting towards the quorum and voting on the transaction or arrangement notwithstanding such interest;
  - 15.2.2 the director need not declare an interest pursuant to Section 177 or 182 of the 2006 Act; or
  - 15.2.3 the director's conflict of interest arises from a permitted cause.
- 15.3 For the purposes of Article 15.2, the following are "permitted causes":
- 15.3.1 a guarantee, security or indemnity given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the Club or any of its subsidiaries (if any);
  - 15.3.2 subscription, or an agreement to subscribe, for securities of the Club or any of its subsidiaries (if any), or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and
  - 15.3.3 arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the Club or any of its subsidiaries (if any) which do not provide special benefits for directors or former directors.
- 15.4 For the purposes of this Article 15, references to proposed decisions and decision-making processes include any meeting of the Board or part of a meeting of the Board.
- 15.5 Subject to Article 15.6, if a question arises at a meeting of the Board or of a committee of the Board 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 of the meeting whose ruling in relation to any director other than himself is to be final and conclusive.
- 15.6 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 chairperson is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.
- 15.7 A director may vote, and count towards the quorum, in regard to any transaction or arrangement in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict with the interests

of the Club only where such matter has been authorised by the Board in accordance with Section 175 of the 2006 Act.

16. Records of decisions to be kept

16.1 The Board must ensure that the Club 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 Board and by the Club at general meeting.

17. Directors' discretion to make further rules

17.1 The Board shall have the power to make, vary and revoke the Rules including, but not limited to rules:

- 17.1.1 setting out different categories of membership of the Club;
- 17.1.2 setting the criteria for admission to membership of the Club for the different categories of members;
- 17.1.3 creating regulations, standing orders and/or bye-laws for the better administration of the Club and to regulate the function, role and operation of committees to assist the board in the better administration of the Club;
- 17.1.4 setting or adopting such other regulations or policies, including for example child protection and equity policies, as the board thinks fit; and
- 17.1.5 in relation to licensable activities of the Club,

provided that nothing in those Rules shall prejudice the Club's status as a Community Amateur Sports Club under Schedule 18 Finance Act 2002 and provided that the Rules shall be consistent with these Articles and the Companies Acts.

**APPOINTMENT OF DIRECTORS**

18. Methods of appointing directors

18.1 The number of directors shall be not less than six.

18.2 The members of the Board shall be:

- 18.2.1 the Chairperson;
- 18.2.2 the Secretary;
- 18.2.3 the Treasurer;

- 18.2.4 the Vice Chair-Play;
  - 18.2.5 the Vice Chair-Support;
  - 18.2.6 a minimum of one (1) and up to three (3) (or such number as the Board shall from time to time decide) who are not in operational managerial roles (non-executive directors who have the same voting rights as other directors).
- 18.3 The directors set out in Article 18.2 shall retire after three (3) years of service on a rotational basis, and be eligible for re-election at the end of the three year term.
- 18.4 The Board may at its discretion award payment to such persons as it thinks fit provided that the payment shall not to any extent be determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.
- 18.5 All acts carried out in good faith at any meeting of the Board or of any subcommittee, or by any person acting as a director, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person be as valid as if every such person had been duly appointed or had duly continued in office.

## 19. Termination of director's appointment

- 19.1 A person ceases to be a director of the Club as soon as:
- 19.1.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
  - 19.1.2 a bankruptcy order is made against that person;
  - 19.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
  - 19.1.4 a registered medical practitioner who is treating that person gives a written opinion to the Club stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
  - 19.1.5 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;

- 19.1.6 that person shall without sufficient reason for more than three consecutive Board meetings have been absent without permission of the Board and all other members of the Board resolve that his office be vacated;
  - 19.1.7 that person is requested to resign by all the other members of the Board acting together;
  - 19.1.8 notification is received by the Club from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms; or
  - 19.1.9 that person resigns his membership of the Club and is no longer a Voting Member of the Club.
- 19.2 A director of the Board who is removed from office for whatever reason shall be deemed to have resigned from office and the vacancy shall be filled in accordance with these Articles.

## 20. Directors' remuneration

- 20.1 The Board may enter into an agreement or arrangement with any director:
- 20.1.1 for his services to the Club as a director; and
  - 20.1.2 for his employment by the Club or for the provision by him of any services outside the scope of the ordinary duties of a director or benefits.
- 20.2 Any appointment of a director to an executive office shall terminate if he ceases to be a director but without prejudice to any claim for damages for breach of the contract of service between the director and the Club.
- 20.3 Subject to these Articles, a director's remuneration may take any form and 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 provided that such remuneration:
- 20.3.1 is fixed having regard to the current remuneration of directors in comparable posts;
  - 20.3.2 does not exceed the general market rate for directors providing comparable services; and
  - 20.3.3 is not to any extent determined by or conditional upon the profits or losses derived from some or all of the activities of

the Club or by reference to the level of the Club's gross income from some or all of its activities.

20.4 Unless the Board decides otherwise, directors' remuneration accrues from day to day.

20.5 Unless the Board decides otherwise, directors are not accountable to the Club for any remuneration which they receive as directors or other officers or employees of the Club's subsidiaries (if any) or of any other body corporate in which the Club is interested (if any).

## 21. Directors' expenses

21.1 The Club may pay any reasonable expenses which the directors properly incur in connection with their attendance at:

21.1.1 meetings of the Board or committees of the Board; or

21.1.2 general meetings, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.

## **PART 3**

### **APPOINTMENTS AND ELECTED POSITIONS**

## 22. Board members

At the annual general meeting in and each year thereafter a third of the members of the Board shall retire but shall be eligible for re-appointment in accordance with these Articles. A member of the Board so appointed shall hold office for a three year term but shall be eligible for re-election. Each member of the Board shall be a director by virtue of his office and shall have such rights and privileges as the Board/Voting Members in general meeting shall from time to time prescribe. The members of the Board must be Voting Members.

## 23. Elections

23.1 Any Voting Member may nominate another member to be a member of the Board. Any person nominated as a member of the Board must be a Voting Member. Any nomination must be made on the form prescribed from time to time by the Board. Any nomination must be seconded by another Voting Member. Voting Members may only nominate or second one candidate for each post and the form must be completed and



returned to the Secretary not later than such date as the Board shall prescribe each year.

- 23.2 If there are the same number of candidates as there are vacancies for a post, those candidates shall be declared elected unopposed at the annual general meeting. In the event of there being more nominations than vacancies, there shall be an election at the annual general meeting as directed by the Board. The results of any such election must be announced at the annual general meeting by the Board.

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

### 24. Membership

- 24.1 Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of hockey. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- 24.2 For the purposes of registration the number of members is declared to be unlimited.
- 24.3 The Board may from time to time fix the levels of annual subscriptions and match fees to be paid by the different categories of members provided that the Board shall use its best endeavours to ensure that the fees set by it do not preclude open membership of the Club.

### 25. Conditions of membership

- 25.1 All members shall be subject to the Rules and shall respect the rules of the game of hockey as set from time to time by EH.
- 25.2 The members shall pay any annual subscription and match fees set by the Board. Any member whose subscription fee is more than one year in arrears shall be deemed to have resigned his membership of the Club.

### 26. Termination of membership

- 26.1 After an appropriately convened committee meeting, when the Club

considers it necessary to terminate an individual's membership, it should do so by informing said member by email or letter; which could be to take immediate effect and also may exclude them from the Club's premises, unless specifically invited.

Within 14 days of being advised, should the individual concerned wish to appeal against the decision, that individual would be entitled to present a statement in defence either verbally or in writing to a specifically convened meeting of the management committee, at which a vote would be taken. Such meeting to be held within 14 days of the notice of appeal; the result of which to be duly advised to said individual within 72 hours.

- 26.2 A member may withdraw from membership of the Club by giving seven clear days' notice to the Club in writing.
- 26.3 A membership terminates automatically when that person dies or ceases to exist or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Articles or the Rules.
- 26.4 Membership is not transferable.
- 26.5 Any person ceasing to be a member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription. The Board may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances.

## **ORGANISATION OF GENERAL MEETINGS**

### 27. Annual General Meetings

- 27.1 The Club shall hold a general meeting in every calendar year as soon as possible after the end of the playing season, as its annual general meeting at such time and place as may be determined by the Board and shall specify the meeting as such in the notices calling it.
- 27.2 The annual general meeting shall be held for the following purposes:
  - 27.2.1 to receive from the Board the Club's accounts;
  - 27.2.2 to receive from the Board a report of the activities of the Club since the previous annual general meeting;

- 27.2.3 to appoint the Club's accountants who shall not be a member of any of the Club's Committees;
  - 27.2.4 to announce the election (as appropriate) of the members of the Board to be appointed in accordance with these Articles;
  - 27.2.5 to announce the election of such committee members as shall be required under the Rules; and
  - 27.2.6 to transact such other business as may be brought before it (including without limitation the appointment of the President, Vice Presidents and Life Vice Presidents).
- 27.3 All general meetings, other than annual general meetings, shall be called general meetings.

#### 28. Attendance and speaking at general meetings

- 28.1 A Voting Member 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.
- 28.2 A Voting Member is able to exercise the right to vote at a general meeting when:
- 28.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - 28.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- 28.3 The Board may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

#### 29. Quorum for general meetings

- 29.1 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.
- 29.2 12 Voting Members present in person shall be a quorum.

#### 30. Chairing general meetings

- 30.1 The Chairperson shall chair general meetings if present and willing to do so. If the Chairperson shall be absent, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the same, then: one of the Vice Chairpersons shall preside. If one of the Vice

Chairpersons is not present or is unwilling to preside within fifteen minutes of the time at which a meeting was due to start the meeting must elect a chairperson for the meeting from one of the directors present. If no director is present the meeting cannot progress and needs to be rearranged.

30.2 The person chairing a meeting in accordance with this article is referred to as "the chairperson of the meeting".

### 31. Attendance and speaking by directors and non-members

31.1 Directors and Voting Members may attend and speak at general meetings.

31.2 The chairman of the meeting may permit other persons who are not members of the Club to attend and speak at a general meeting.

### 32. Adjournment

32.1 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.

32.2 The chairperson of the meeting may adjourn a general meeting at which a quorum is present if:

32.2.1 the meeting consents to an adjournment, or

32.2.2 it appears to the chairperson 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.

32.3 The chairperson of the meeting must adjourn a general meeting if directed to do so by the meeting.

32.4 When adjourning a general meeting, the chairperson of the meeting must:

32.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and

32.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

32.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Club must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):

- 32.5.1 to the same persons to whom notice of the Club's general meetings is required to be given, and
  - 32.5.2 containing the same information which such notice is required to contain.
- 32.6 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 provided that if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting. 3 Voting Members shall be a quorum.

### **VOTING AT GENERAL MEETINGS**

#### 33. Voting: general

- 33.1 Every Voting Member shall be entitled to receive notice of, attend meetings and cast one vote.
- 33.2 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 these Articles.

#### 34. Errors and disputes

- 34.1 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.
- 34.2 Any such objection must be referred to the chairman of the meeting whose decision is final.

#### 35. Poll votes

- 35.1 A poll on a resolution may be demanded:
  - 35.1.1 in advance of the general meeting where it is to be put to the vote, or
  - 35.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 35.2 A poll may be demanded by:
  - 35.2.1 the chairperson of the meeting;
  - 35.2.2 the Board; or

35.2.3 two or more members present in person or proxy having the right to vote on the resolution or, if less, 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.

35.3 A demand for a poll may be withdrawn if:

35.3.1 the poll has not yet been taken, and

35.3.2 the chairperson of the meeting consents to the withdrawal.

35.4 Polls shall be taken as the chairperson directs and he 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.

35.5 A poll demanded on the election of a chairperson or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman 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.

35.6 No notice need be given of a poll not taken forthwith 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.

## 36. Content of proxy notices

36.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:

36.1.1 states the name and address of the member appointing the proxy;

36.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

36.1.3 Is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

- 36.1.4 is delivered to the Club in accordance with these Articles and any instructions contained in the notice of the general meeting to which they relate.
- 36.2 The Board may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 36.3 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.
- 36.4 Unless a proxy notice indicates otherwise, it must be treated as:
  - 36.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - 36.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### 37. Delivery of proxy notices

- 37.1 A Voting Member 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 Club by or on behalf of that person.
- 37.2 An appointment under a proxy notice may be revoked by delivering to the Club a notice in writing given by or on behalf of the Voting Member by whom or on whose behalf the proxy notice was given.
- 37.3 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.
- 37.4 If a proxy notice is not executed by the Voting Member 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.

### 38. Amendments to resolutions

- 38.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
  - 38.1.1 notice of the proposed amendment is given to the Club 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

- 38.1.2 the proposed amendment does not, in the reasonable opinion of the chairperson of the meeting, materially alter the scope of the resolution.
- 38.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
- 38.2.1 the chairperson of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- 38.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 38.3 With the consent of the chairperson of the meeting, an amendment may be withdrawn by its proposer at any time before the resolution is voted upon.
- 38.4 If the chairperson 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**

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

- 39.1 Subject to these Articles, anything sent or supplied by or to the Club under these Articles may be sent or supplied in any way in which the 2006 Act provides for documents or information which are authorised or required by any provision of the 2006 Act to be sent or supplied by or to the Club.
- 39.2 Subject to these Articles, any notice or document to be sent or supplied to a member of the Board in connection with the taking of decisions by the Board 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.
- 39.3 A director may agree with the Club 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.



#### 40. No right to inspect accounts and other records

- 40.1 Except as provided by law or authorised by the Board or an ordinary resolution of the Club, no person is entitled to inspect any of the Club's accounting or other records or documents merely by virtue of being a member.

### **DIRECTORS' INDEMNITY AND INSURANCE**

#### 41. Indemnity

- 41.1 Subject to Article 41.2, a relevant director of the Club or an associated company may be indemnified out of the Club's assets against:
- 41.1.1 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,
  - 41.1.2 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 2006 Act),
  - 41.1.3 any other liability incurred by that director as an officer of the Club or an associated company.
- 41.2 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.
- 41.3 In this Article:
- 41.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
  - 41.3.2 a "relevant director" means any director or former director of the Club or an associated company.

#### 42. Insurance

- 42.1 The Board may decide to purchase and maintain insurance, at the expense of the Club, for the benefit of any relevant director in respect of any relevant loss.
- 42.2 In this Article:

- 42.2.1 a "relevant director" means any director or former director of the Club or an associated company;
- 42.2.2 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
- 42.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

#### 43. Dissolution

Upon dissolution of the club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sports governing body for use by them in related community sports.