

Company number: SC280852

THE COMPANIES ACT 2006

Company limited by guarantee
and not having a share capital

ARTICLES of ASSOCIATION

of

Home-Start West Lothian

Incorporated on 29th September 1999

Scottish Charity Number SC029770



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of
Home-Start West Lothian

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**ARTICLES of ASSOCIATION
of
Home-Start West Lothian**

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Company limited by guarantee and not having a share capital

1 NAME AND REGISTERED OFFICE

- 1.1 The name of the company is "Home-Start West Lothian" ("the Company").
- 1.2 The Registered Office of the Company is situated in Scotland and must remain in Scotland.

2 DEFINITIONS

- 2.1 Certain definitions and meanings, which apply throughout these Articles of Association and the Schedules hereto, are listed in Schedule 1 annexed to these Articles.
- 2.2 These Articles supersede any model Articles contained within the Companies Act or any regulations pertaining thereto.
- 2.3 Words importing the singular number only shall include the plural number, and *vice versa*.
- 2.4 A reference in these Articles to an Article is a reference to the relevant Article of these Articles unless expressly provided otherwise.
- 2.5 Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.
- 2.6 Subject as aforesaid, any words or expressions defined in the Companies Act shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.
- 2.7 The three Schedules to these Articles are deemed to form an integral part of these Articles.

3 CHARITABLE PURPOSES and POWERS

- 3.1 The Charitable Purposes of the Company ("the Charitable Purposes") are:
- 3.1.1 to safeguard, protect and preserve the good health, both mental and physical of children and parents of children;
 - 3.1.2 to prevent cruelty to or the maltreatment of children;
 - 3.1.3 to relieve sickness, poverty and need amongst children and parents of children; and
 - 3.1.4 to promote the education of the public in better standards of child care;
- Principally, but not exclusively, within the area of West Lothian and its environs.
- 3.2 The Company shall have powers, but only in furtherance of its Charitable Purposes, as expressed in Schedule 2 annexed to these Articles.

4 GENERAL STRUCTURE OF THE COMPANY

The structure of the Company comprises:

- 4.1 **Trustees** - who hold regular meetings between each General Meeting, set the strategy and policy of the Company, generally control and supervise the activities of the Company and, in particular, are responsible for monitoring its financial position and, where there are no employees or managers appointed, are responsible also for the day-to-day management of the Company; and
- 4.2 **Members** – who are the Trustees for the time being, in their capacity as members of the Company, who in that capacity have the right to attend any AGM (and any General Meeting) and have important powers under these Articles and the Companies Act, particularly in taking decisions in relation to any changes to these Articles. The members of the Company are the current Trustees whenever members are mentioned in these Articles.

5 MEMBERSHIP

5.1 Members

From the date these Articles of Association are adopted in December 2024 , the members of the Company shall be the current Trustees, on the basis that a new Trustee shall automatically become a member on becoming a Trustee and shall automatically cease to be one on ceasing to be a Trustee for whatever reason.

5.2 Subscription

Members shall not be required to pay any membership subscription.

5.3 Register of Members

The Board shall maintain a Register of Members, in accordance with section 113ff of the Companies Act.

5.4 Cessation of Membership

- 5.4.1 Any member shall cease to be a member if they cease to be a Trustee in terms of Article 8.2.
- 5.4.2 Membership is neither transferable nor assignable to any other individual or organisation.

6 GENERAL MEETINGS (Meetings of Trustees in their capacity as members)

6.1 Convening a General Meeting

- 6.1.1 The Board, or any three or more Trustees, may convene a General Meeting, whenever it or they think fit.
- 6.1.2 The Board must convene a General Meeting within 28 days of a valid requisition by the Trustees in their capacity as members. To be valid, such requisition must:
 - (a) be signed by not less than 5% of the Trustees as members;
 - (b) clearly state the objects of the meeting; and
 - (c) be deposited with the Company.Such requisition may consist of several documents in like form each signed by one or more requisitionists.

- 6.1.3 A General Meeting does not need to be held exclusively in one place, provided that, where two or more members are not in the same place as each other, they are all able to communicate together and vote thereat.
- 6.1.4 The Board may resolve to enable persons entitled to attend a General Meeting to do so by simultaneous attendance and participation at an electronic platform by electronic means (such as by means of a conference telephone, video conferencing facility or similar communications equipment), such meeting being an “electronic General Meeting”, with no member necessarily in physical attendance at the electronic General Meeting. A person participating in such a meeting by such means shall be deemed to be attending electronically. The Trustees in their capacity as members attending, or their proxy, shall be counted in the quorum for, and entitled to speak and vote at, the electronic General Meeting in question, and the proceedings shall be valid if the person chairing the meeting is satisfied that adequate facilities are available throughout the electronic General Meeting to ensure Trustees attending who are not together in the same place may, by electronic means, attend, hear, speak and vote at it.
- 6.1.5 If it appears to the person chairing the meeting that the electronic platform, facilities or security at the electronic General Meeting have become inadequate to allow members to attend, communicate together, hear, speak and vote at it then the person chairing the meeting may adjourn the General Meeting to such time and place (or electronic platform) as may be fixed by the person chairing the meeting. All business conducted at the General Meeting up to that time of the adjournment shall be valid.
- 6.1.6 If, after the sending of notice of a General Meeting, in terms of Article 6.4, but before the meeting is held, or after the adjournment of a General Meeting but before the adjourned meeting is held (whether or not notice of the adjourned meeting is required), the Board decides that it is impracticable or unreasonable, for a reason beyond its control, to hold the physical General Meeting at the declared place or the electronic General Meeting on the electronic platform specified in the notice, it may change the place or electronic platform and/or postpone the date and time at which the General Meeting is to be held. In which case notice of the change or postponement will be communicated to the Trustees no less than 7 days’ prior to the date of the original General Meeting.

6.2 Convening an AGM

- 6.2.1 The Board may convene one General Meeting as an annual General Meeting in each year, at such time as it may determine, although the first AGM need not be held in the first year provided that, if it is to be held, it be held within 18 months after the date of incorporation of the Company.
- 6.2.2 Thereafter, if an AGM is to be held, not more than 15 months shall elapse between the holding of one AGM and the next.
- 6.2.3 Where no AGM is held, the Board will ensure that all relevant decisions are taken by the Trustees as members at the Anniversary Date (see Schedule 1).

6.3 AGM Agenda

If an AGM is to be held, its business shall include:

- 6.3.1 the report by the Chair on the activities of the Company;
- 6.3.2 receiving the annual accounts of the Company;
- 6.3.3 the report of the independent financial examiner (or auditor where required); and
- 6.3.4 the appointment or re-appointment of the independent financial examiner (or auditor where required).

6.4 Notice of General Meetings

- 6.4.1 14 clear days' notice at the least shall be given of every General Meeting including the AGM.
- 6.4.2 The notice shall specify:
- (a) whether the General Meeting shall be a physical or electronic General Meeting;
 - (b) for a physical General Meeting, the place, the day and the hour of meeting;
 - (c) for an electronic General Meeting the time, date and electronic platform for the meeting, and the means by which a person may attend, which electronic platform may vary from time to time and from meeting to meeting, as the Board in its sole discretion sees fit; and
 - (d) the general nature of the business to be dealt with at the meeting;
 - (e) if a Special Resolution (see Article 6.10) is to be proposed, the notice shall state the fact giving the exact terms of the resolution; and
 - (f) a statement informing the members of their right to appoint a proxy.
- 6.4.3 The notice shall be sent, in the manner specified in Article 16, to all Trustees (as members), any Company Secretary, Honorary Patron(s), and to such persons or organisations as are under these Articles or under the Companies Act entitled to receive such notices.
- 6.4.4 With the consent of not less than 90% of the Trustees as members a General Meeting may be convened by such shorter notice as they may think fit in the circumstances.
- 6.4.5 The accidental omission to give notice of a General Meeting to, or the non-receipt of such notice by, any members, persons or organisations entitled to receive notice thereof shall not invalidate any resolution passed at or proceedings of any General Meeting.

6.5 Chair of General Meetings

The Chair of the Company, whom failing the Vice-Chair of the Company (if any), shall act as the person chairing each General Meeting. If neither the Chair nor the Vice-Chair is present and willing to act as the person chairing the meeting within 15 minutes after the time at which the General Meeting in question was due to commence, the Trustees present shall elect from among themselves the Trustee who will act as the person chairing that meeting.

6.6 Quorum at General Meetings

- 6.6.1 The quorum for a General Meeting shall be 50% of the Trustees as members, present in person or by proxy in terms of Article 6.8. No business shall be dealt with at any General Meeting, other than the appointment of the person chairing the meeting in terms of Article 6.5, unless a quorum is present.
- 6.6.2 If a quorum is not present within 15 minutes after the time at which the General Meeting was due to commence - or if, during a General Meeting, a quorum ceases to be present - the General Meeting shall stand adjourned to such time and place (or electronic platform) as may be fixed by the person chairing the meeting.

6.7 Voting at General Meetings – General Provisions

- 6.7.1 The person chairing the meeting (see Article 6.5) shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.
- 6.7.2 All resolutions put to the vote at any General Meeting shall be decided verbally or on a show of hands, as appropriate, unless before, or upon the declaration of the result a poll is demanded.

- 6.7.3 Where Trustees as members are participating in an electronic General Meeting, they may cast their vote on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, as the Board in its sole discretion deems appropriate for the purposes of the electronic General Meeting, and providing the Board have no reasonable grounds for suspicion as regards authenticity, any such action shall be deemed to be a vote cast personally via a show of hands.
- 6.7.4 Each Trustees as a member of the Company is able to attend and speak at any General Meeting and shall have one vote, to be exercised in person or by proxy in terms of Article 6.8.
- 6.7.5 In the event of an equal number of votes for and against any resolution, the person chairing the meeting shall be entitled to a casting vote as well as any deliberative vote.
- 6.7.6 The person chairing the meeting may permit any other person or persons to attend a General Meeting who otherwise has no right to do so, as an observer or observers. In that event, it shall be at the discretion of the person chairing the meeting whether any such observer may be invited to speak thereat.
- 6.7.7 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 person chairing the meeting whose decision shall be final and conclusive.

6.8 Voting at General Meetings – Proxy Voting

Whilst personal attendance at a General Meeting is encouraged, a Trustee as a member shall be entitled to complete an instrument of proxy in order to appoint a proxy to attend a General Meeting on their behalf, in respect of which the following apply:

- 6.8.1 a proxy need not be a Trustee;
- 6.8.2 a proxy appointed to attend and vote at any meeting instead of a Trustee shall have the same right as the appointing member to speak at the meeting and to vote thereat;
- 6.8.3 the instrument appointing the Proxy, which may specify how the proxy is to vote (or to abstain from voting) on one or more resolutions, shall be in the general terms (to be varied as required to fit the circumstances) of the form shown in the Schedule 3 annexed to these Articles;
- 6.8.4 the instrument appointing a proxy shall be authenticated in such a manner as the Board may determine;
- 6.8.5 the form appointing a proxy and the power of attorney or other authority (if any) under which it is authenticated, or a certified copy thereof, shall be lodged with the Company not less than 48 hours before the time of the start of the meeting or adjourned meeting at which the person named in the form proposes to vote, and in default the instrument of proxy shall not be treated as valid;
- 6.8.6 no instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution, unless it expressly states to the contrary, in which event it shall be treated as valid until rescinded by the granter in writing to the Company;
- 6.8.7 a vote given in accordance with the terms of a form of proxy shall be valid notwithstanding the previous death or mental incapacity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, mental incapacity or revocation as aforesaid shall have been received by the Company before the commencement of the meeting or adjourned meeting at which the proxy is used (not having been deliberately withheld);
- 6.8.8 appointment of a proxy may be revoked by the granter by written notice received by the Company not less than 24 hours before the time of the start of the General Meeting (or adjourned meeting) to which it relates; and
- 6.8.9 any reference in these Articles to voting being “in person” shall include voting by proxy.

6.9 Voting at General Meetings – Ordinary Resolutions

6.9.1 At any General Meeting an ordinary resolution put to the vote of the meeting shall be voted upon by a simple majority of the Trustees as members who are present, have the right to vote and are voting thereon (taking account only of those votes cast in favour of the resolution as compared with those votes cast against the resolution).

6.9.2 An ordinary resolution to be proposed at a General Meeting may be amended if:

- (a) written notice of the proposed amendment is received by the Company from a Trustee entitled to vote thereat not less than 48 hours before the time appointed for the holding of the meeting or adjourned meeting, and
- (b) the proposed amendment does not, in the reasonable opinion of the person chairing the meeting, materially alter the scope of the resolution.

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

6.10 Voting at General Meetings – Special Resolutions

6.10.1 At any General Meeting a Special Resolution put to the vote of the meeting shall require to be decided upon by not less than 75% of the Trustees as members present, who have the right to vote and who are voting thereon (for the avoidance of doubt, the reference to a 75% majority only relates to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution and no account therefore being taken of Trustees who abstain from voting or who are absent from the meeting without a proxy), namely:

- (a) to alter the name of the Company; or
- (b) to amend the Charitable Purposes; or
- (c) to amend these Articles in terms of Article 18;
- (d) to wind up the Company in terms of Article 20; or
- (e) all other Special Resolutions.

6.10.2 A Special Resolution to be proposed at a General Meeting may be amended if the chair of the meeting proposes an amendment which is used only to correct a grammatical or other non-substantive error in the resolution. If the person chairing the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairperson's error does not invalidate the vote on that resolution.

6.11 Voting – Written Resolutions

6.11.1 Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, provided that the terms of this Clause are followed.

6.11.2 An ordinary resolution in writing signed by or on behalf of a simple majority of all the Trustees as members shall be as valid and effective as if the same had been passed at a General Meeting of the Company duly convened and held.

6.11.3 A Special Resolution in writing signed by or on behalf of not less than 75% of all the Trustees as members shall be as valid and effective as if the same had been passed at a General Meeting of the Company duly convened and held.

6.11.4 Written resolutions may not be used either for the removal of a Trustee prior to the expiration of their term of office, or for the removal of an independent financial examiner or auditor prior to the expiration of their term of office.

6.11.5 Any written resolution must be issued in hard copy (by hand or by post) or in electronic form (by e-mail or other electronic means), or by means of a website at the same time, to all Trustees as members on the Circulation Date (that is, the date on which copies of the written resolution are sent to the members).

- 6.11.6 Where such a written resolution is proposed by the Board, it must include the following express statements:
- (a) an explanation to the eligible Trustees how to signify their agreement to the resolution;
 - (b) how it can be sent back by them, and whether in hard copy (by hand or by post) and/or in electronic form (such as by e-mail);
 - (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days beginning with the Circulation Date); and
 - (d) clarification that a failure to reply will be deemed to be a vote against the resolution in question.
- 6.11.7 The Trustees as members may require the Company to circulate a resolution that may properly be moved and is proposed to be moved as a written resolution in accordance with sections 292 and 293 of the Companies Act.
- 6.11.8 Any such written resolution may consist of several documents in the same form, each signed by or on behalf of one or more members.
- 6.11.9 A Trustee signifies their agreement to a proposed written resolution when the Company receives from them a signed document identifying the resolution to which it relates and indicating the member's agreement to the resolution. A Trustee's agreement to a proposed written resolution, once signified, cannot be revoked.

7 THE BOARD OF TRUSTEES

- 7.1 The strategy, affairs, property and funds of the Company shall be directed and managed by a Board of Trustees elected in terms of Article 8. The Board may exercise all such powers of the Company, and do on behalf of the Company all acts as may be exercised and done by the Company, other than those required to be exercised or done by the members in General Meeting, and subject always to these Articles and to the provisions of the Companies Act.

7.2 Delegation

- 7.2.1 The Board may delegate any of its powers to any sub-committee or persons or person, by such means, to such an extent and on such terms and conditions as it thinks fit, and may at any time revoke such delegation, in whole or in part, or alter such terms and conditions. If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any sub-committee or persons or person to whom they are delegated.
- 7.2.2 Any sub-committee so formed or persons or person to whom delegation of powers is made in terms of Article 7.2.1 shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board.
- 7.2.3 In the case of delegation to any one or more sub-committees, each shall consist of not less than one Trustee and such other person or persons as the Board thinks fit or which it delegates to the committee to appoint. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board so far as applicable (and, without prejudice to that generality including Articles 11, 12.4.5 and 12.6) and so far as the same shall not be amended or superseded by any specific regulations made by the Board for all or any sub-committees. A sub-committee may invite or allow any person to attend and speak, but not to vote, at any of its meetings. Such sub-committee shall regularly and promptly circulate, or ensure the regular and prompt circulation of, the minutes of its meetings to all Trustees.
- 7.2.4 Unless expressly part of such delegation, no decision of any such sub-committee, persons or person shall bind the Board.

7.3 Number of Trustees

- 7.3.1 The number of Trustees shall be not fewer than four and, unless otherwise determined by Special Resolution at a General Meeting (but not retrospectively), not more than twelve.
- 7.3.2 The Board may act notwithstanding any vacancy in it, but where the number of Trustees falls below the minimum number specified in Article 7.3.1, it may only do so for the purpose of appointing sufficient Trustees to match or exceed that minimum.

8 TRUSTEES

8.1 Composition of the Board

- 8.1.1 The Board of Trustees in existence at the time that these Articles of Association are adopted in December 2024 shall continue as the Board of Trustees hereunder.
- 8.1.2 The Board shall at any time thereafter elect any person as a new or additional Trustee as required from time to time, provided that the maximum number expressed in Article 7.3.1 is not exceeded.
- 8.1.3 Trustees will be appointed for a term of office of four years. Trustees who have served one terms of four years shall be eligible for reappointment for a second terms of office of four years, after which they require to have at least one year out of office before being eligible again.
- 8.1.4 No individual who has retired pursuant to clause 8.1.3 shall be appointed or re-appointed as a Trustee unless they are approved by the Trustees.
- 8.1.5 Appointment of any Trustee shall be by vote of the Board, each Trustee having one vote in respect of each vacancy.
- 8.1.6 The period between the date of appointment of a Trustee and the AGM which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration in which case it shall be disregarded.
- 8.1.7 The period between one AGM and the next shall be deemed to be a period of one year.
- 8.1.8 **Transitional provision**
Any Trustee who has served on the Board for eight consecutive years at the time these Articles of Association are adopted in December 2024, shall be entitled to serve as a Trustee for a further four years from the time these Articles of Association are adopted in December 2024. At the expiry of the four years, if considered in the best interest of the Company, such Trustees shall be eligible for reappointment by the Board for a final terms of two years before being required to retire and have at least one year out of office before being eligible again.

8.2 Retiral and Deemed Retiral of Trustees

Any Trustee shall cease to be a Trustee (and a member of the Company) if they:

- 8.2.1 are prohibited from being a charity trustee by virtue of section 69(2) of the Charities Act, or are prevented from being a company director by virtue of any provision of the Companies Act, by law or by reason of any order made by the Company Directors Disqualification Act 1986; or
- 8.2.2 are removed from office under section 168 of the Companies Act; or
- 8.2.3 become incapable for medical reasons of fulfilling the duties of their office and such incapacity, as certified if necessary by two medical practitioners, is expected to continue for a period of more than six months from the date or later date of such certification; or
- 8.2.4 are absent (without permission) from more than three consecutive meetings of the Board, and the Board resolves to remove them from office; or
- 8.2.5 are considered by the Board to have been in serious or persistent breach of: (i) any of the duties listed in sections 66(1) and 66(2) of the Charities Act; or (ii) any of the duties of directors contained in the Companies Act; (iii) or any Code of Conduct, Board

Charter, or Board Policy of the Company; or (vi) Article 8.3.6; such Trustee being entitled to be heard prior to the Board taking a decision in respect of the above (i) – (iv); or

- 8.2.6 resign as a Trustee by notice in writing to the Company; or
- 8.2.7 they die.

8.3 Conduct of Trustees

- 8.3.1 Each Trustee is obliged to act in accordance with both the duties listed in section 66 of the Charities Act (see Article 8.3.2) and the general duties listed in sections 171 - 177 of the Companies Act (see Article 8.3.3) so as to take decisions in such a way as is considered, in good faith, most likely to be in the interests of the Company, and to promote its success in achieving the Charitable Purposes.
- 8.3.2 The duties listed in section 66 of the Charities Act to which each Trustee must adhere are:
 - (a) to act in the interests of the Company;
 - (b) to seek, in good faith, to ensure that the Company acts in a manner which is consistent with its Charitable Purposes;
 - (c) to act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person; and
 - (d) in circumstances giving rise to the possibility of a conflict of interest between the Company and any party responsible for the appointment of that Trustee:
 - (i) to put the interests of the Company before those of the other party; and
 - (ii) where any other duty prevents the Trustee from doing so, to disclose the conflicting interest to the Company and to refrain from participating in any deliberation or decision of the Board with regard to the matter in question; and
 - (e) to ensure that the Company complies with any direction, requirement, notice or duty imposed upon under or by virtue of the Charities Act.
- 8.3.3 The general duties listed in sections 171 - 177 of the Companies act to which each Trustee must adhere as a company director are (in brief terms):
 - (a) to act in accordance with the Articles and only exercise powers for the Charitable Purposes;
 - (b) to act in a way, in good faith, which would be most likely to promote the success of the Company;
 - (c) to exercise independent judgement;
 - (d) to exercise reasonable care, skill and diligence, which may reasonably be expected of a person carrying out the functions of a company director;
 - (e) to avoid conflicts of interest;
 - (f) not to accept benefits from third parties conferred by reason of being a Trustee or doing (or not doing) anything as a Trustee; and
 - (g) if directly or indirectly interested in a proposed transaction or arrangement with the Company, to declare to the other Trustees the nature and extent of that interest.
- 8.3.4 The provisions of Articles 10 and 11 are also pertinent to the provisions within this Article, and each Trustee must comply with these.
- 8.3.5 Each Trustee must additionally comply with any Code of Conduct, Board Charter, or Board Policy for Trustees as introduced and prescribed by the Board from time to time.
- 8.3.6 Additionally, each Trustee must be mindful of the requirement to preserve confidentiality where appropriate or requested in relation to the Company or its business and in order to act always in the interest of the Company.

9 CHAIR AND VICE-CHAIR

The Board shall meet as soon as practicable immediately after each AGM, (or at any other time when a vacancy as Chair or Vice-Chair may arise for any reason) to appoint both a Chair and, if desired, a Vice-Chair of the Company from the Board.

10 CONSTRAINTS ON PAYMENTS/BENEFITS TO TRUSTEES

10.1 The income and property of the Company shall be applied solely towards promoting the Charitable Purposes.

10.2 No part of the income or property of the Company shall be paid or transferred (directly or indirectly) to the Trustees of the Company, whether by way of dividend, bonus or otherwise, except where such Trustees are in receipt of income or property of the Company as a beneficiary of the Company in terms of the Charitable Purposes.

10.3 Subject to section 67 of the Charities Act, no benefit (whether in money or in kind) shall be given by the Company to any member or Trustee except the possibility of:

10.3.1 repayment of out-of-pocket expenses to Trustees (subject to prior agreement by the Board); or

10.3.2 reasonable remuneration to a member or any Trustees in return for specific services actually rendered to the Company (not being of a management nature normally carried out by a director of a company); or

10.3.3 payment of interest at a rate not exceeding the commercial rate on money lent to the Company by any member or Trustee; or

10.3.4 payment of rent at a rate not exceeding the open market rent for property let to the Company by any member or Trustee; or

10.3.5 the purchase of property from any member or Trustee provided that such purchase is at or below market value or the sale of property to any member or Trustee provided that such sale is at or above market value; or

10.3.6 payment to one or more Trustees by way of any indemnity where appropriate.

11 CONFLICTS OF INTERESTS

11.1 Any Trustee and/or employee who has a personal interest (as defined in Article 11.2) in any prospective or actual contract or other arrangement with the Company must declare that interest either generally to the Board or specifically at any relevant meeting of the Company. Where such an interest arises, the provisions within Article 11.3 shall apply.

11.2 A personal interest includes the following interests:

11.2.1 those of the Trustee or employee in question;

11.2.2 those of the individual's partner or close relative;

11.2.3 those of any business associate;

11.2.4 those of any firm of which the individual is a partner or employee;

11.2.5 those of any limited company of which the individual is a director, employee or shareholder of more than 5% of the equity;

11.2.6 those of any charity of which the individual is a trustee or employee; and

11.2.7 those of any person or organisation responsible for the individual's appointment as a Trustee.

11.3.1 Whenever a Trustee finds that there is a personal interest, as defined in Article 11.2, they have a duty to declare this to the Board meeting in question. In that event, in order to avoid a

material conflict of interest arising, the Trustee in question cannot partake in discussions or decisions relating to such matter.

- 11.3.2 It shall be for the person chairing the meeting in question (or if it be the person chairing the meeting who is potentially or actually conflicted, it shall be for the other Trustees present) to determine whether the Trustee in question should at the least be required to be absent during that particular element of the meeting. In terms of Article 12.1, where a Trustee leaves, or is required to leave, the meeting in question, they will no longer forms part of the quorum thereat.
- 11.3.3 The Board may at any time resolve to authorise any Trustee to continue acting where a real or potential conflict of interest exists in relation to a personal interest of that Trustee, but where it considers that the interests of the Company have not been nor are likely to be prejudiced as a result. The Trustee in question cannot be considered as part of the quorum for that part of any Board meeting giving consideration to this authorisation.
- 11.3.4 The Board may resolve at any time to require all Trustees and employees to deliver a Notice of Relevant Interests to the Registered Office (or elsewhere as it may determine), as they arise and at least annually. In that event, the Board shall determine from time to time what additional interests to those listed in Article 11.2, if any, shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained.
- 11.3.5 If existing, the Register of Interests shall be open for inspection by both the Board and members of the Company and, with the express prior written approval of the Trustee or employee concerned, by members of the public.

12 BOARD MEETINGS

12.1 Quorum

- 12.1.1 The quorum for Board meetings shall be not less than four Trustees. No business shall be dealt with at a Board meeting unless a quorum is present.
- 12.1.2 The Trustees must hold at least four meetings each year.
- 12.1.3 A Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.

12.2 Convening Board Meetings

- 12.2.1 Meetings of the Board may take place in person or by telephone conference call, video conference call or by any other collective electronic means approved from time to time by the Board.
- 12.2.2 All Board meetings shall require not less than 7 days' prior notice, unless all Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
- 12.2.3 A Trustee may and, on the request of a Trustee, the Company Secretary shall, at any time, summon a meeting of the Board by notice served upon all Trustees, to take place at a reasonably convenient time and date.

12.3 Chair of Board Meeting

The Chair, whom failing the Vice-Chair (if any), shall be entitled to preside as the person chairing all Board meetings at which they shall be present. If at any meeting neither the Chair nor the Vice-Chair is present and willing to act as the person chairing the meeting within 15 minutes after the time appointed for holding the meeting, the remaining Trustees may appoint one of the Trustees to be the person chairing the Board meeting, which failing the meeting shall be adjourned until a time when the Chair or Vice-Chair will be available.

12.4 Voting at Board Meetings

- 12.4.1 The person chairing the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote, on a show of hands only, each Trustee present having one vote.

- 12.4.2 All decisions of the Board shall be by a simple majority at any meeting which is quorate at the time the decision is taken.
- 12.4.3 The decisions requiring a Special Resolution (listed in Article 6.8.1) must be taken at a General Meeting by the Trustees in their capacity as members, duly convened in accordance with Article 6.4.
- 12.4.4 In the event of an equal number of votes for and against any resolution at a Board meeting, the person chairing the meeting shall have a casting vote as well as a deliberative vote.
- 12.4.5 A resolution in writing or by e-mail or other appropriate electronic means (whether one single document signed by all or a sufficient majority of the Trustees or all or a sufficient majority of the members of any sub-committee), whether in one or several documents in the same form each signed by one or more Trustees or members of any relative sub-committee as appropriate, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such sub-committee duly convened and constituted.

12.5 Observers

The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board.

12.6 Minutes

The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, without distinction between those who attended in person and those who attended electronically, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the person chairing such meeting, or by the person chairing the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. The minutes shall be retained for at least 10 years.

12.7 Validation

12.7.1 All acts *bona fide* done by any Board meeting, or of any sub-committee, or by any person acting as a Trustee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee.

12.7.2 No alteration of these Articles and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.

12.8 Ancillary Regulations

The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Articles, as it deems necessary and appropriate to provide additional explanation, guidance and governance to themselves, members, employees, stakeholders and/or others.

13 COMPANY SECRETARY, MINUTE SECRETARY, TREASURER AND PRINCIPAL OFFICER

13.1 Company Secretary

The Board may appoint a Company Secretary for such term and upon such conditions as it may think fit. The Company Secretary may be removed by the Board at any time, subject to the terms of any prevailing contract.

13.2 Minute Secretary

The Board may appoint a Minute Secretary, for the purposes of Article 12.6, for such term and upon such conditions as it may think fit. The Minute Secretary may be removed by the Board at any time, subject to the terms of any prevailing contract.

13.3 Treasurer

- (a) The Board may appoint a Treasurer for such term and upon such conditions as it may think fit.
- (b) If the Treasurer is unpaid, they may also be a Trustee, and if so they would have a vote as a Trustee at any Board meeting which they attend.
- (c) If the Treasurer is not a Trustee, they may be required by the Board to attend (but shall have no vote at) Board meetings during their tenure as Treasurer, except any part or parts thereof dealing with their employment or remuneration, or any other matter which the Board wishes to keep confidential to itself.
- (d) The Treasurer may be removed by the Board at any time, subject to the terms of any prevailing contract.

13.4 Principal Officer

The Board may appoint an employee of the Company as a Principal Officer of the Company on such terms (including a decision on the most appropriate job title) and conditions as it may think fit, who shall attend Board and Sub-Committee meetings as appropriate or required, but who shall not be a Trustee and, for the avoidance of doubt, will have no vote thereat.

14 HONORARY PATRON(S)

The Trustees may agree to the appointment of one or more Honorary Patrons of the Company, to be appointed either for such fixed period (usually of five years) as the Trustees determine or for an unspecified period until such appointment be terminated by them. The Honorary Patron or Patrons would be entitled to notice of all General Meetings and to attend and contribute to discussion but not vote thereat.

15 FINANCES AND ACCOUNTS

15.1 Bank Accounts

The banking account or accounts of the Company shall be kept in such bank or building society and/or banks or building societies as the Board shall from time to time determine.

15.2 Payments and Receipts

All payments (including cheques and other negotiable instruments) and all financial and banking instructions, and all receipts for monies paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board shall from time to time determine.

15.3 The Board shall ensure that all funds and assets of the Company are applied towards achieving the Charitable Purposes.

15.4 Accounting Records and Annual Accounts

The Board shall cause accounting records to be kept in accordance with the requirements of the Charities Act, Companies Act and other relevant regulations.

- 15.5 The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board shall think fit and shall always be open to the inspection of the Trustees.
- 15.6 The Board shall ensure that the accounts of the Company are prepared and independently examined and/or audited in accordance with all relevant statutory requirements and, for the avoidance of doubt, an audit (within the meaning of the Companies Act) shall not be required in a case where the Company is exempt from audit under the 2006 Act.

16 NOTICES

- 16.1 A notice may be served by the Company upon any Trustee as a member, either personally or by sending it by post, or other appropriate electronic means, addressed to such member at their address as appearing in the Register of Members.
- 16.2 Any notice, whether served by post or otherwise, shall be deemed to have been served at the expiry of 48 hours after it was sent.
- 16.3 A Trustee as a member present at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
- 16.4 The business of the Company and all its correspondence with and notification to or from Trustees as members may be conducted equally validly and effectively if transmitted by appropriate electronic means (except where a member specifically requests all such correspondence and notification by post) or otherwise if publicised on the website of the Company where the Company has advised each member of this and has taken due steps to notify by other reasonable means all other members who state that they do not have access to the Internet.

17 INDEMNITY

Subject to the terms of the Charities Act and the Companies Act and without prejudice to any other indemnity, the Trustees, or member of any sub-committee, the Company Secretary, Treasurer and all employees of the Company shall be indemnified out of the funds of the Company against any loss or liability (including the costs of defending successfully any court proceedings) which they may respectively incur or sustain, in connection with or on behalf of the Company.

18 ALTERATION TO ARTICLES OF ASSOCIATION

Subject to the terms of Article 6.10, and any prior consent required by OSCR in terms of section 16 of the Charities Act, no alteration in these Articles may at any time be made unless on the decision of the Trustees as members by Special Resolution at a General Meeting called specifically (but not necessarily exclusively) for the purpose or alternatively under the written resolution procedure at Article 6.11.

19 LIMIT OF LIABILITY

- 19.1 The liability of the Trustees as members is limited.
- 19.2 Every Trustee as a member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the property of the Company if it should be wound up whilst they are a member or within one year after they cease to be a member (for whatever reason), for payment of its debts and liabilities contracted before they ceased to be a member, and of the costs, charges and expenses of winding up.

20 DISSOLUTION

- 20.1 The winding-up of the Company may take place only on the decision of the Trustees as members by Special Resolution at a General Meeting called specifically (but not necessarily exclusively) for the purpose or alternatively under the written resolution procedure at Article 6.11.
- 20.2 If, on the winding-up of the Company, any property remains, after satisfaction of all its debts and liabilities, such property must be applied in one of the following ways:
- 20.2.1 by transfer to one or more neighbouring Home-Start schemes in Scotland;
 - 20.2.2 in such manner consistent with charitable status as approved by Home-Start UK.
- 20.3 If the Company is a charity at the time that its winding-up is decided upon in terms of this Article, the prior consent of the Office of the Scottish Charity Regulator (or any successor thereto) must be obtained in terms of Section 16 of the Charities Act.
- 20.4 Provided that nothing in these Articles shall authorise an application of all or any part of the residual assets of the Charity in contravention of any restrictions or conditions imposed by a funder or third party which the Charity is required to observe or honour in relation to the assets, funds or property received from the funder or third party.

Annexation

- Schedule 1 Definitions
- Schedule 2 Powers
- Schedule 3 Instrument of Proxy

Schedule 1

Definitions

Further to Article 2.1, the definitions and meanings to apply throughout these Articles of Association and the Schedules hereto, are as follows:

WORDS	MEANINGS
AGM	– an Annual General Meeting of the Trustees as members.
Articles	– these Articles of Association, and any ancillary regulations thereunder, in force from time to time.
Board	- the Board of Trustees.
Board of Trustees	– the Board of Directors of the Company.
Charitable Purposes	– as described in Article 3 on the basis that these fall within section 7 of the Charities Act and are also regarded as charitable in relation to the application of the Taxes Acts.
Charities Act	– the Charities and Trustee Investment (Scotland) Act 2005
charity or charities	– a body which is either a “Scottish charity” within the meaning of section 13 of the Charities Act or a “charity” within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes.
Circulation Date	– the date on which copies of a written resolution are sent to the members in terms of Article 6.11.
Clear Days	– means a period excluding the day on which notice is given and the day on which the meeting is held.
Company	– Home-Start West Lothian.
Companies Act	– the Companies Act 2006
electronic form and electronic means	– as defined in Section 1168 of the Companies Act.
electronic General Meeting	– means a general meeting hosted at an electronic platform
electronic platform	– includes, but is not limited to, website addresses and conference call systems
General Meeting	– any general meeting of the Company.

in person	– means present in person or by proxy at a physical general meeting or present by electronic means at an electronic platform at an electronic general meeting, as the case may be.
in writing	– 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.
members	– all members of the Company, who are also the Trustees.
month	– calendar month.
organisation	– any body corporate, unincorporated association, society, federation, authority, agency, union, co-operative, trust, partnership or other organisation (not being an individual person).
property	– any property, heritable or moveable, real or personal, wherever situated in the world.
signed	– where a document or information sent or supplied (a) in hard copy form is signed by bearing the signature of the person sending or supplying it, or (b) in electronic form is signed if the identity of the sender is confirmed in a manner specified by the Company or, where no such manner has been specified by the Company, if it is accompanied by a statement of the identity of the sender and the Company has not reason to doubt the truth of that statement.
subscribers	– those persons and/or organisations who have subscribed these Articles.
Trustee(s)	– Director(s) for the time being of the Company.

Schedule 2

Powers available to the Company

Further to Article 3.2, the Company shall have the following powers (but only in furtherance of the Charitable Purposes) and declaring that the order in which these Powers are listed or the terms of the sub-headings above are of no significance in terms of their respective priority which shall be deemed to be equal, namely:

1 General

- 1.1 to encourage and develop a spirit of voluntary or other commitment by individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Company to achieve the Charitable Purposes;
- 1.2 to provide advice, consultancy, training, tuition, expertise and assistance;
- 1.3 to promote and carry out research, surveys and investigations and develop initiatives, projects and programmes;
- 1.4 to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute articles, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;

2 Property

- 2.1 to purchase, take on lease, hire, or otherwise acquire any property suitable for the Company and to construct, convert, improve, develop, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate or arrange for the professional or other appropriate management and operation of the Company's property;
- 2.2 to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the Company;
- 2.3 to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;

3 Employment

- 3.1 to employ, contract with, train and pay such staff (whether employed or self-employed or external contractors) as are considered appropriate for the proper conduct of the activities of the Company, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;

4 Funding and Financial

- 4.1 to take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the Company;
- 4.2 to accept or decline subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust;
- 4.3 to borrow or raise money for the Charitable Purposes and to give security in support of any such borrowings by the Company and/or in support of any obligations undertaken by the Company;
- 4.4 to set aside funds not immediately required as a reserve or for specific purposes;
- 4.5 to open, operate and manage bank and other accounts and to invest any funds which are not immediately required for the activities of the Company in such investments as may be considered appropriate and to dispose of, and vary, such investments;
- 4.6 to make grants or loans of money and to give guarantees;
- 4.7 to employ as a professional investment manager any person who is entitled to carry on investment business under the supervision of the Financial Conduct Authority (or

its successors) and to delegate to any such manager the exercise of all or any of its powers of investment on such terms and at such reasonable remuneration as the Board of Trustees thinks fit, and to enable investments to be held for the Company in nominee names, but subject always to the provisions of the Charities Act;

5 Development

- 5.1 to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the Charitable Purposes;
- 5.2 to establish, operate and administer and/or otherwise acquire any separate trading company or association, whether charitable or not;
- 5.3 to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the Company and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charity;
- 5.4 to enter into contracts to provide services to or on behalf of others;

6 Insurance and Protection

- 6.1 to effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees);
- 6.2 to oppose, or object to, any application or proceedings which may prejudice the interests of the Company;

7 Ancillary

- 7.1 to pay the costs of forming the Company and its subsequent development;
- 7.2 to carry out the Charitable Purposes in any part of the world as principal, agent, contractor, trustee or in any other capacity; and
- 7.3 to do anything which may be incidental or conducive to the Charitable Purposes so long as these are charitable.

Schedule 3

Form of Proxy

Further to Article 6.8.3, the Form of Proxy shall be in the following general terms (to be varied as required to fit the circumstances):

Home-Start West Lothian
("the Company")

I,
of.....,
being a Trustee and a member of the Company hereby appoint the person chairing
the General Meeting/or*,
of,
as my proxy to vote for me on my behalf at the General Meeting of the Company to
be held on..... and at any adjournment thereof.

[This form to be used in favour of/against the resolution(s)*]
[Insert wording of each resolution]

** to be deleted if not required, or amended if it is required*

Unless otherwise instructed, the Proxy will vote as they think fit
Signature of member appointing proxy.....

dated.....

To be valid, this Form of Proxy, once signed and dated, must be lodged at least 48
hours before the start of the General Meeting referred to above