

The Companies Act 1985

Company Limited by Guarantee
and not having a share capital

Memorandum of Association of Cambridge Council for Voluntary Service

1. The Company's name is Cambridge Council for Voluntary Service (and in this document it is called "the Charity").
2. The registered office of the Charity is to be situated in England and Wales.
3. The Charity's objects ("the Objects") are:-
 - (1) To promote any charitable purposes for the benefit of the community in Cambridge and the surrounding area (hereinafter called "the area of benefit") and in particular the advancement of education, protection of the environment, the protection of health and the relief of poverty, distress and sickness;
 - (2) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the statutory authorities and voluntary organisation engaged in the furtherance of the above purposes within the area of benefit.
4. In furtherance of the Objects but not otherwise the Charity may exercise the following powers:
 - (1) to assist any such charitable activity or body financially or otherwise
 - (2) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Charity
 - (3) to raise funds and to invite and receive contributions: provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations
 - (4) to purchase, take on lease or otherwise acquire, maintain, manage, alter, improve, let and (subject to such consents as may be required by law) to charge or otherwise dispose of property
 - (5) subject to clause 5 below to employ such staff, who shall not be directors of the Charity (hereinafter referred to as "the trustees") as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependents
 - (6) to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects
 - (7) to invest the moneys of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit (subject to such consents as may be required by law)

- (8) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them
- (9) to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity
- (10) to do all such other lawful things as shall further all or any of the Objects of the Charity
5. The income and property of the Charity shall be applied solely towards the promotion of the objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Charity, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing in this document shall prevent any payment in good faith by the Charity:
- (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a professional, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf: Provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion;
- (2) of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity who is not a trustee;
- (3) of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees;
- (4) of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company;
- (5) of reasonable and proper rent for premises demised or let by any member of the Charity or a trustee;
- (6) to any trustee of reasonable out-of-pocket expenses.
6. The liability of the members is limited.
7. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £1) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceased to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.
8. If the Charity is wound up or dissolved and after all its debts and liabilities are satisfied there remains any property it shall not be paid to or distributed among the members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.

We, the persons whose names and addresses are written below, wish to be formed into a company under this memorandum of association.

Signatures, Names and Addresses of Subscribers

Dated: 16 February 1999

Witness to the above Signatures: L. Davies

Name: Lorna Davies

Address: 24 Brampton Road,
Cambridge, CB1 3HL

Occupation: Charity Director

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Articles of Association of Cambridge Council for Voluntary Service

Interpretation

1. In these Articles

“the Charity” means the company intended to be regulated by these articles;

“the Act” means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

“the articles” means these Articles of Association of the Charity;

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

“executed” includes any mode of execution;

“the memorandum” means the memorandum of association of the Charity;

“office” means the registered office of the Charity;

“the seal” means the common seal of the charity if it has one;

“secretary” means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

“the trustees” means the directors of the Charity (and “trustee” has a corresponding meaning);

“the Executive Committee” means the trustees of the Charity

“the United Kingdom” means Great Britain and Northern Ireland; and

words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

Members

2. (1) The members of the Charity will be:-
- (i) The subscribers to the memorandum; and
 - (ii) Any voluntary organisation carrying out activities within the area of benefit.
- No organisation shall be admitted as a member of the Charity unless its application for membership is approved by the trustees.

The rules governing conditions of membership, payment of subscription and termination of membership will be set by the trustees in accordance with the provisions under Article 61.

General Meetings

3. The Charity shall hold an annual general meeting each year in addition to any meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next; Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places the trustees shall appoint. All general meeting other than annual general meetings shall be called extraordinary general meetings.
4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or member of the Charity may call a general meeting.

Notice of General Meetings

5. An annual general meeting and extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called at least twenty-one clear day's notice. All other extraordinary general meetings shall be called by at least fourteen days' clear notice but a general meeting may be called by shorter notice if it is so agreed:
 - (1) in the case of an annual general meeting, by all the members entitled to vote; and
 - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at a meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all members and to the trustees and auditors.

6. The accidental omission to give notice of a meeting to or non-receipt of notice of a meeting by any person entitled to receive a notice shall not invalidate proceedings at that meeting.

Proceedings at General Meetings

7. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a duly authorised representative of a member organisation, or ~~one-tenth~~ 5% of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
8. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceased to be present, the meeting shall stand adjourned to the same day in the next week at the same time and same place or to such time and place as the trustees may determine.
9. The chair, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chair nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chair and, if there is only one trustee present and willing to act, he shall be chair.
10. If no trustee is willing to act as chair, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chair.
11. A trustee shall, notwithstanding that he is not a member be entitled to attend and speak at any general meeting.
12. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than business which might have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Other wise it shall not be necessary to give any such notice.
13. A resolution put to the vote of the meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands, a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
 - (1) by the chair, or
 - (2) by at least two members having the right to vote at the meeting; or
 - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting: Provided that number is not less than two.

Comment [A1]: It is proposed to change the numbers needed to reach a quorum. As the numbers of members grows it gets harder to get sufficient people together. This is in line with many new organisations rules.

14. Unless a poll is duly demanded, a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
15. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chair. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
16. A poll shall be taken as the chair directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
17. In the case of an equality of votes, whether on a show of hands or on a poll, the chair shall be entitled to a casting vote in addition to any other vote he may have.
18. A poll demanded on the election of a chair or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is 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.
19. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

VOTES OF MEMBERS

20. Subject to Article 17, every member shall have one vote.
21. No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
22. No objection shall be raised to the qualification of any votes 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 chair whose decision shall be final and conclusive.
23. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of

the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

24. Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity.

TRUSTEES

25. The number of trustees shall be not less than three or more than 12.
26. The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

POWERS OF TRUSTEES

27. Subject to the provisions of the Act, the memorandum and the articles and to any direction given by special resolution, the business of the Charity shall be managed by the trustees (hereinafter also referred to as "The Executive Committee") who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the power exercisable by the trustees.
28. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their power under the articles the trustees shall have the following powers, namely:
- (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity;
 - (2) to enter into contracts on behalf of the Charity.

OFFICERS

~~29. The members of the Charity in General Meeting will elect a Chair, two Vice Chairs and a Treasurer who will serve as trustees and members of the Executive Committee for a term of two years.~~

Comment [A2]: It is proposed that officers will be elected by the trustees and that members will only vote for the trustees.

EXECUTIVE COMMITTEE

30. The Executive Committee shall comprise the following trustees:-

(1) ~~The officers of the Charity elected in accordance with the provision in Article 29 above~~

(2) deleted 27/11/06

(3) Up to eight ~~six~~ trustees elected from the membership at an Annual General Meeting who will serve for a period of ~~two~~ **three** years and be subject to retirement by rotation as set out below.

Comment [A3]: If paragraph 29 is deleted this also needs to be deleted

~~(4) up to four people co-opted by the Executive Committee to serve as trustees, provided that the number of co-opted trustees shall not exceed one third of the total number of trustees serving at any one time. These can be from the membership or be individuals with suitable skills that fill identified gaps in the current trustee board.~~

(4) Up to six trustees who are not members but who have suitable skills elected at an Annual General Meeting, provided that the number of non-member trustees shall not exceed the number of member trustees serving at any one time who will serve for a period of three years and be subject to retirement by rotation as set out below.

Comment [A4]: This proposal changes the balance of the trustees from two thirds members to at least half as members, this allows us to draw from a wider pool of expertise for future trustees.

~~The Executive Committee may invite observers from funding organisations and other bodies with an interest in the work of the Charity to attend meetings of the Executive Committee on an occasional or regular basis. Observers shall not be members of the Executive Committee, shall not have voting rights and shall not act as trustees or directors.~~

Comment [A5]: Removal of this clause gives the trustees greater abilities to invite observers as necessary.

31. At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-half ~~third~~ of the trustees who are subject to retirement by rotation shall retire from office;

Comment [A6]: This proposal reduces the number of people required to stand down at any AGM.

32. Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

33. No person may be appointed as a trustee:

- (1) unless he has attained the age of 18 years; or
- (2) in circumstances such that, had he already been a trustees, he would have been disqualified from acting under the provisions of Article 38

34. The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the

number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

35. Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be reappointed.

DISQUALIFICATION AND REMOVAL OF TRUSTEES

36. A trustee shall cease to hold office if he

- (1) ceases to be a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
- (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

TRUSTEES EXPENSES

37. The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration.

TRUSTEES APPOINTMENTS

38. Subject to the provisions of the Act and to Clause 5 of the memorandum, the trustees may appoint one or more of their number to any unremunerated executive office under the Charity. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee.
39. Except to the extent permitted by clause 5 of the memorandum, no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.
40. Subject to the provisions of the articles, the trustees may regulate their meetings as they think fit. A trustee may, and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.

41. The quorum for the transaction of the business of the trustees shall be one third of their number or three trustees, whichever is the greater.
42. The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
43. The chair shall preside at every meeting of trustees at which he or she is present. But if there is no trustee holding that office, to if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting the trustees present may appoint a vice-chair or any one of their number to be chairman of the meeting.
44. The trustees may appoint one or more sub-committees consisting of two or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
45. All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and continued to be a trustee and had been entitled to vote.
46. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
47. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

SECRETARY

48. Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

MINUTES

49. The trustees shall keep minutes in books kept for the purpose:

- (1) of all appointments of officers made by the trustees; and
- (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

THE SEAL

50. The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees. The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee.

ACCOUNTS

51. Accounts shall be prepared in accordance with the provisions of Part VII of the Act.

ANNUAL REPORT

52. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

ANNUAL RETURN

53. The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

NOTICES

54. Any notice to be given to or by any person pursuant to the articles shall be in writing, , to be communicated by post or via an electronic device, except that a notice calling a meeting of the trustees need not be in writing.

55. The Charity may give any notice to a member either personally or by sending it by post or via an electronic device to the member at his registered address or by leaving it at that address or to her/his email address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity.

56. A member present in person at any meeting of the Charity shall be deemed to have received notice of that meeting and, where necessary, of the purposes for which it was called.

57. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted. If communication has been made via an electronic device the properties of the sent message will serve as proof that the message was sent to the recipient.

INDEMNITY

58. Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

RULES

59. (i) The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of an conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
- (ii) the admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (iii) the conduct of members of the Charity in relation to one another, and to the Charity's servants;
 - (iv) the setting aside of the whole or any part of parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (iv) the procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles;
 - (v) generally, all such matters as are commonly the subject matter of company rules.
- (2) The Charity in general meeting shall have power to alter, add to or repeat the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such roles or bye laws, which shall be binding on all members of the charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.