

Company Limited by Guarantee and not having a Share Capital

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**Memorandum**  
and  
**Articles of Association**  
of  
**The National Deaf Children's Society**

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Company Registration Number: 2752456

Charity Registration Number: 1016532

*Adopted by Special Resolution dated: 5 December 2023*

Bates Wells & Braithwaite London LLP  
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The Companies Acts  
Company Limited by Guarantee and not having a Share Capital

**Memorandum of Association**

**of**

**The National Deaf Children's Society**

*Adopted by Special Resolution dated 5 December 2023*

We, the subscribers to this Memorandum, wish to be formed into a company in accordance with this Memorandum

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**Names and Addresses of Subscribers**

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1. *Signature*

David John Rogers

14 Parkside, Beck Row  
Mildenhall,  
Bury St. Edmunds,  
Suffolk IP28 8BJ

2. *Signature*

Hugh Gareth Jones

6 Jungwood Close,  
Woodham,  
Weybridge,  
Surrey KT15 3PX

Dated: 21<sup>st</sup> September 1992

Witness to above signatures:

*Signature*

Colin Scott Hancock

12 New Road,  
Walters Ash,  
High Wycombe,  
Buckinghamshire HP14 4UZ

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

**Articles of Association**

of

**The National Deaf Children's Society**

*Adopted by Special Resolution dated: 5 December 2023*

**1. Interpretation**

- 1.1 In these Articles and the Memorandum the following terms shall have the following meanings:

<b>Term</b>	<b>Meaning</b>
1.1.1 "address"	<i>includes a number or address used for the purposes of sending or receiving documents by electronic means</i>
1.1.2 "Annual Retirement Meeting"	<i>has the meaning given in Article 13.1</i>
1.1.3 "Articles"	<i>these Articles of Association of the Charity</i>
1.1.4 "Charity"	<i>The National Deaf Children's Society</i>
1.1.5 "circulation date"	<i>in relation to a written resolution, has the meaning given to it in the Companies Acts</i>
1.1.6 "clear days"	<i>in relation to the period of a notice, that 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</i>
1.1.7 "Companies Acts"	<i>has the meaning given to it in section 2 of the Companies Act 2006</i>
1.1.8 "Co-opted Trustee"	<i>a Trustee has been co-opted by the Trustees under Article 14</i>
1.1.9 "Connected Person"	<i>(a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (c) any company or firm of which a Trustee is a paid director, partner or employee, or shareholder holding more than 1% of the capital</i>
1.1.10 "Elected Trustee"	<i>a Trustee who is the parent or carer of a deaf child or young person up to age 25 and who is a member of the Charity, and who has been nominated by the Full Members and appointed by the Trustees as an Elected Trustee in accordance with Article 13</i>
1.1.11 "electronic form" and "electronic"	<i>have the meanings respectively given to them</i>

- means* *in the Companies Act 2006*
- 1.1.12 *“financial expert”* *an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000*
- 1.1.13 *“Full Members”* *members of the Charity that meet the criteria for full membership (as agreed by the Trustees and set out in the Regulations) and are admitted as full members of the Charity*
- 1.1.14 *“hard copy” and “hard copy form”* *have the meanings respectively given to them in the Companies Act 2006*
- 1.1.15 *“Memorandum”* *the Memorandum of Association of the Charity*
- 1.1.16 *“Regulations”* *constitutional rules of the Charity made under these Articles*
- 1.1.17 *“Remote Attendance”* *means remote attendance at a general meeting by such means as are approved by the Trustees in accordance with Article 33*
- 1.1.18 *“Secretary”* *the secretary of the Charity (if any)*
- 1.1.19 *“Subsidiary Company”* *any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company*
- 1.1.20 *“Trustee” and “Trustees”* *director/directors as defined in the Companies Acts and charity trustee/trustees as defined in the Charities Acts*
- 1.2 In these Articles:
- 1.2.1 Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles became binding on the Charity.
- 1.2.2 Subject to Article 1.2.1, any reference in these Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
2. **Name**
- The company’s name is The National Deaf Children's Society.
3. **Registered office**
- The registered office of the Charity is situated in England and Wales.
4. **Objects**
- The Charity’s objects are to further the education of and to relieve the needs of deaf children and young people.

## 5. Powers

To further its objects the Charity may:

- 5.1 promote and encourage the education and training of teachers, students and other persons for the furtherance of the education and welfare of deaf children and young people;
- 5.2 promote, encourage or otherwise undertake organised research into issues connected with deafness in childhood;
- 5.3 investigate issues connected with deafness in childhood and to do all things possible to help such children, young people and their parents in any difficulties occasioned by or connected with such deafness;
- 5.4 give financial and/or material assistance where appropriate by way of grants to families of deaf children and young people;
- 5.5 purchase on behalf of deaf children and young people hearing aids and other apparatus designed to alleviate need relating to deafness and to supply direct to families and organisations upon application such hearing aids and other apparatus;
- 5.6 establish and support (financially or otherwise) other organisations carrying out objects similar to those of the Charity; subscribe, lend or guarantee money or property for charitable purposes; co-operate and exchange information and advice with any individuals, organisations and public or other bodies;
- 5.7 become a member, associate or affiliate of or act as trustee or appoint trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 5.8 arrange, or support public meetings, lectures, conferences, seminars, courses of instruction and other educational activities, including for the consideration and discussion of issues arising out of deafness of children and young people;
- 5.9 borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds in such manner and on such security as the Charity may think fit (subject to any consent required by law);
- 5.10 raise funds and to invite and receive contributions by way of subscription, covenant, donation, affiliation fees, legacies, grants or otherwise without prejudice to the ability of the Charity to disclaim any gift, legacy or bequest; provided that the Charity shall not (subject to Clause 5.26) undertake any permanent trading activities;
- 5.11 lend money and give credit to, to take security for such loans or credit from, and to guarantee and become or give security for the performance of contracts and obligations by, any person or company;
- 5.12 use any negotiable, transferable, or mercantile financial instruments;
- 5.13 subscribe for or otherwise acquire and hold shares, stocks, debentures, debenture stock or other securities or obligations of any other company;

- 5.14 invest the moneys of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law;
- 5.15 purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges and to construct, maintain and alter any buildings or erections which the Charity may think necessary for the promotion of its objects;
- 5.16 sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Charity with a view to the furtherance of its objects (subject to such consents as are required by law);
- 5.17 (subject to Article 6) to employ engage and pay employees, consultants and professional or other advisers;
- 5.18 make all reasonable and necessary provision for the payment of pensions and retirement benefits to or on behalf of employees and their spouses and dependants;
- 5.19 publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media;
- 5.20 provide or procure the provision of advice, counselling and guidance;
- 5.21 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the development and implementation of appropriate policies provided that all such activities shall be conducted on the basis of well-founded, reasoned argument and shall in all other respects be confined to those which an English and Welsh Charity may properly undertake;
- 5.22 enter into contracts to provide services to or on behalf of other bodies;
- 5.23 set aside funds for special purposes or as reserves against future expenditure;
- 5.24 delegate the management of investments to a financial expert or experts provided that:
  - 5.24.1 the investment policy is set down in writing for the financial expert or experts by the Trustees;
  - 5.24.2 the performance of the investments is reviewed regularly by the Trustees;
  - 5.24.3 the Trustees are entitled to cancel the delegation arrangement at any time;
  - 5.24.4 the investment policy and the delegation arrangements are reviewed regularly by the Trustees;
  - 5.24.5 the financial expert or experts may not do anything outside the powers of the Trustees;
- 5.25 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert or experts acting under their instructions and pay any reasonable fee required;

- 5.26 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 5.27 incorporate subsidiary companies to carry on any trade;
- 5.28 amalgamate with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects wholly or in part similar to those of the Charity;
- 5.29 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;
- 5.30 provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, including without limitation any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading), provided that any such insurance shall not extend to the provision of any indemnity for a person in respect of:
  - 5.30.1 any act or omission which the Trustee knew to be a breach of trust or breach of duty or which was committed by them in reckless disregard to whether it was a breach of trust or breach of duty or not;
  - 5.30.2 any liability incurred by them in defending any criminal proceedings in which the Trustee is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct by them; or
  - 5.30.3 in relation to any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986, any liability to make such a contribution where the basis of the Trustee's liability is their knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation;
- 5.31 do all such other lawful things as may further the Charity's objects.

## 6. **Limitation on private benefits**

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of its objects.
- 6.2 Except as provided below no part of the income and property of the Charity may be paid or transferred directly or indirectly by way of benefit to the members of the Charity and no Trustee may receive any remuneration or other benefit in money or money's worth from the Charity. This shall not prevent any payment in good faith by the Charity of:
  - 6.2.1 any payments made to any member, Trustee or Connected Person in their capacity as a beneficiary of the Charity;
  - 6.2.2 any payments made to any Trustee or officer under the indemnity provisions set out in the Articles;

- 6.2.3 reasonable and proper remuneration to any person (not being a Trustee) for any goods or services supplied to the Charity (including services performed under a contract of employment with the Charity) provided that:
- (a) if such person is a Connected Person the Conflict of Interest procedure set out in the Articles must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person; and
  - (b) this provision together with clause 6.2.9 may not apply to more than one third of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee);
- 6.2.4 interest on money lent by any member, Trustee or Connected Person at a reasonable and proper rate;
- 6.2.5 any reasonable and proper rent for premises let by any member, Trustee or Connected Person;
- 6.2.6 fees, remuneration or other benefits in money or money's worth to a company of which a member, Trustee or Connected Person holds less than 1% of the capital;
- 6.2.7 reasonable and proper out-of-pocket expenses of Trustees;
- 6.2.8 reasonable and proper premiums in respect of indemnity insurance effected in accordance with clause 5.30;
- 6.2.9 reasonable and proper remuneration in accordance with section 185 of the Charities Act 2011 to any Trustee for any services supplied to the Charity on the instructions of the Trustees (excluding the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that:
- (a) the Conflict of Interest procedure set out in the Articles must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision; and
  - (b) this provision together with clause 6.2.3 may not apply to more than one third of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee).
- 6.3 The restrictions on benefits and remuneration conferred on members of the Charity and on the Trustees by clause 6.2 and the exceptions to such restrictions in clauses 6.2.1 to 6.2.9 inclusive shall apply equally to benefits and remuneration conferred on members of the Charity and on the Trustees by any Subsidiary Company, and for this purpose references to the Charity in clauses 6.2.3 and 6.2.9 shall be treated as references to the Subsidiary Company.
- 6.4 If the Charity is registered with the Office of the Scottish Charity Regulator the additional requirements under section 67 of the Charities and Trustee Investment (Scotland) Act 2005 must be complied with.



## **7. Limited liability**

7.1 The liability of the members is limited.

7.2 Every member of the Charity undertakes to contribute a sum not exceeding £1 to the assets of the Charity if it is wound up during their membership or within one year afterwards:

7.2.1 for payment of the debts and liabilities of the Charity contracted before they ceased to be a member;

7.2.2 for the costs, charges and expenses of winding up;

7.2.3 for the adjustment of the rights of the contributories among themselves.

## **8. Winding up**

If any property remains after the Charity has been wound up or dissolved and the debts and liabilities have been satisfied it may not be paid to or distributed among the members of the Charity, but must be given to some other institution or institutions with similar objects which is or are regarded as charitable under the law of every part of the United Kingdom. The institution or institutions to benefit maybe chosen by resolution of the members at or before the time of winding up or dissolution, and subject to any such resolution of the members may be chosen by resolution of the Trustees at or before the time of winding up or dissolution.

## **9. Members**

9.1 Such persons as are admitted to membership by the Trustees in accordance with the Articles shall be members of the Charity. The names of the members of the Charity shall be entered in the register of members.

9.2 Every person who wishes to become a member shall apply to the Charity in such form as the Trustees require. The Trustees shall have power to admit persons to membership and may in their absolute discretion decline to accept any person as a member and need not give reasons for so doing.

9.3 The Trustees shall have power to prescribe criteria for membership and for categories of membership, including, but not limited to, for Full Members (but shall not, by doing so, be obliged to accept any person as a member), by a resolution passed by at least a 75% majority of all the Trustees.

9.4 Membership shall not be transferable and shall cease on death.

9.5 A member shall automatically cease to be a member:

9.5.1 on the expiry of at least seven clear days' notice given by the member to the Charity of their intention to withdraw;

9.5.2 if any subscription or other sum payable by the member to the Charity is not paid on the due date and remains unpaid seven days after notice served on the member by the Charity informing them that they will be removed from membership if it is not paid (the Trustees may

re-admit to membership any person removed from membership on this ground on the member paying such reasonable sum as the Trustees may determine);

9.5.3 if the member has or receives a caution, or conviction in a court of law, of a serious criminal offence or any child related offence; or

9.5.4 where the member ceases to meet the criteria for membership (as set out in the Regulations).

9.6 A member shall cease to be a member if a resolution is passed by the Trustees resolving that the member be removed on the ground that their continued membership is harmful to or is likely to become harmful to the interests of the Charity. Such a resolution shall not be passed unless the member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees. A resolution so passed shall be final and there shall be no further representation allowed or appeal. A member removed by such a resolution shall nevertheless remain liable to pay to the Charity any subscription or other sum owed by the member to the Charity.

9.7 The Trustees reserve the right to suspend any member without prejudice if such member is charged or arrested in connection with allegations of any criminal offence or any child related offence.

9.8 The Trustees may at their discretion levy subscriptions on members of the Charity at such rate(s) as the Trustees decide.

## 10. **Classes and Categories of Membership**

10.1 The Trustees may, by a resolution passed by at least a 75% majority of all of the Trustees, create classes and/or categories of membership with different subscriptions, rights and/or benefits (including without limitation the obligation to pay a subscription and including or excluding voting rights and/or rights to attend members meetings). The different classes and categories of membership, the criteria for those categories of membership and associated rights and benefits shall be set out in the Regulations. The Trustees may alter such benefits and subscriptions from time to time (such a decision to be passed by at least a 75% majority of all of the Trustees). As a minimum, the Trustees shall establish a category of membership for Full Members. The criteria and benefits relating to Full Membership shall be set out in the Regulations. To the extent that any class rights (as defined in the Companies Acts) are created under this Article, those rights can be varied by special resolution of the members (without the need for separate consents from the members of affected classes).

10.2 The Trustees may, by a resolution passed by at least a 75% majority of all of the Trustees, establish one or more categories of affiliated membership. Affiliated members are not members of the Charity for the purposes of the Articles or the Companies Acts but may have such rights and obligations (and may be liable for any such subscriptions) as the Trustees decide. The Trustees may alter the benefits and/or subscriptions of affiliated members from time to time (such a decision to be passed by at least a 75% majority of all of the Trustees). The Trustees may admit and remove any affiliated members in accordance with any Regulations that they make.

## **11. Honorary positions**

The Trustees may appoint and remove any individual(s) as patron(s) or to other honorary positions in the Charity on such terms as they shall think fit.

### **Trustees**

## **12. Number of and qualifications for Trustees**

12.1 There shall be at least three Trustees. The maximum number of Trustees shall be twelve. There shall be a majority of Elected Trustees.

12.2 Any person who is willing to act as a Trustee, and who would not be disqualified from acting under the provisions of Article 15, may be appointed:

12.2.1 as an Elected Trustee in accordance with Article 13; or

12.2.2 as a Co-Opted Trustee in accordance with Article 14.

12.3 All Elected Trustees must be carers or parents of deaf children or young people and members of the Charity.

12.4 No person may be appointed as a Trustee unless they have attained the age of 18 years.

## **13. Appointment and retirement of Elected Trustees**

13.1 The Annual Retirement Meeting shall be the meeting of the Trustees at which the accounts of the Charity are adopted.

13.2 At every Annual Retirement Meeting one-third of the Elected Trustees, or the number nearest to one-third, shall retire from office. If there is only one Elected Trustee who is subject to retirement by rotation, they shall retire.

13.3 The Elected Trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment. As between persons who became or were last elected as Elected Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be decided by lot.

13.4 Subject to Article 13.5, an Elected Trustee retiring by rotation may be re-appointed as an Elected Trustee by a decision of the Trustees. If the Elected Trustee is not re-appointed, they shall retain office until the Trustees appoint someone in their place, or if the Trustees do not do so, until the end of the Annual Retirement Meeting.

13.5 Retiring Elected Trustees may be reappointed but an Elected Trustee who has served for three consecutive terms of office must take a break from office and may not be reappointed until the third anniversary of the commencement of his or her break from office.

13.6 Subject to Article 13.4 in respect of the re-appointment of retiring Elected Trustees, a person is appointed as an Elected Trustee by a decision of the Trustees providing that prior to such appointment the person in question must have been nominated by the Full Members via a nomination or ballot process. The Trustees shall determine the appropriate nomination or ballot process from time to time and such process may be conducted entirely online. The

Trustees will notify Full Members of the nomination/ballot process via email and/or via the Charity's website, in advance of such process taking place.

**14. Appointment and retirement of Co-opted Trustees**

- 14.1 Subject to the above Articles the Trustees may appoint a person who is willing to act to be a Co-opted Trustee, provided that the appointment does not cause the number of Co-opted Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Co-opted Trustees.
- 14.2 A Co-Opted Trustee shall remain in office until the third Annual Retirement Meeting following their appointment, or such shorter term as the Trustees may specify on the Co-Opted Trustee's appointment.
- 14.3 A retiring Co-Opted Trustee may be reappointed by a decision of the Trustees but a Co-Opted Trustee who has served for three consecutive terms of office must take a break from office and may not be reappointed until the third anniversary of the commencement of their break from office.
- 14.4 Unless their term is terminated earlier in accordance with Article 15, the Co-Opted Trustees who are in office at the date of adoption of these Articles shall remain in office for such remaining terms of office as is agreed by a majority decision of the Trustees.

**15. Vacation of a Trustee's office**

- 15.1 The office of a Trustee shall be vacated if:
- 15.1.1 the Trustee ceases to be a Trustee by virtue of any provision of the Companies Acts or he/she becomes prohibited by law from being a Trustee;
- 15.1.2 the Trustee is disqualified under the Charities Act 2011 or Charities and Trustee Investment (Scotland) Act 2005 from acting as a Trustee;
- 15.1.3 the Trustee becomes bankrupt or makes any arrangement or composition with their creditors generally;
- 15.1.4 the Trustees reasonably believe that the Trustee has become physically or mentally incapable of managing their own affairs and they resolve that they be removed from office;
- 15.1.5 the Trustee resigns by notice to the Charity (but only if at least three Trustees will remain in office when the notice of resignation is to take effect);
- 15.1.6 the Trustee fails to attend three consecutive meetings of the Trustees without reasonable apology and the Trustees resolve that they be removed for this reason;
- 15.1.7 the Trustee has or receives a caution or a conviction in a court of law of a serious criminal offence or any child related offence and the Trustees resolve that they be removed from office for this reason;
- 15.1.8 the Trustee fails to declare an interest in any manner in accordance with Article 41 and the Trustees resolve that they be removed from office for this reason;

- 15.1.9 The Trustee refuses to accept the aims and objects of the Charity and the Trustees resolve that they be removed from office for this reason;
- 15.1.10 the Trustee displays, in the opinion of the Trustees, a flagrant disregard of any guidance or direction given by the Charity and the Trustees resolve that they be removed from office for this reason;
- 15.1.11 the Trustee undertakes any other activity where, in the sole discretion of the Trustees, the name and reputation of the Charity is brought into disrepute and the Trustees resolve that they be removed from office for this reason;
- 15.1.12 at a general meeting of the Charity, a resolution is passed that the Trustee be removed from office, provided the meeting has invited the views of the Trustee concerned and considered the matter in the light of such views; or
- 15.1.13 in the case of a Co-opted Trustee, by a resolution passed by at least a 75% majority of all the Trustees. Such a resolution shall not be passed unless the Trustee concerned has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances underlying the proposal, and has been afforded a reasonable opportunity of either being heard by or making written representations to the Trustees.
- 15.2 The Trustees reserve the right to suspend any Trustee without prejudice if such Trustee is charged or arrested in connection with allegations of any criminal offence or any child related offence.

## **16. Powers of Trustees**

- 16.1 Subject to the Companies Acts and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Articles of Association, or special resolution of the members, shall invalidate any prior act of the Trustees which would have been valid if that alteration or special resolution had not been made. 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 the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
- 16.2 The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but while there are fewer Trustees than required for a quorum the Trustees may only act for the purpose of appointing additional Trustees or of summoning a general meeting of the Charity.
- 16.3 All acts done by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in their appointment or that the Trustee was disqualified from holding office or had vacated office be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.

## **17. Chair**

The Trustees may appoint one of their number to be the chair of the Trustees and may at any time remove them from that office. The Chair shall be an Elected Trustee. The Trustees may, by Regulations, establish further provisions relating to the Chair.

## **18. Delegation of Trustees' powers**

- 18.1 The Trustees may delegate any of their powers or functions to any committee or the implementation of their decisions and/or day to day management of the affairs of the Charity to any person or committee in accordance with these Articles.
- 18.2 The Trustees may delegate by such means, to such an extent, in relation to such matters or territories, and on such terms and conditions as they think appropriate. They may allow those to whom a responsibility has been delegated to delegate further, and may change or terminate the delegation arrangements at any time.

## **19. Delegation to committees**

- 19.1 When delegating to a committee, the Trustees must confirm:
- 19.1.1 the composition of that committee (although they may permit the committee to co-opt its own additional members, up to a specified number);
  - 19.1.2 how the committee will report regularly to the Trustees; and
  - 19.1.3 any other regulations relating to the functioning of the committee.
- 19.2 No committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.
- 19.3 For the avoidance of doubt, the Trustees may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee.
- 19.4 The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as applicable and not superseded by any regulations made by the Trustees.

## **20. Delegation of day to day management powers**

- 20.1 In the case of delegation of the day to day management of the Charity to a chief executive or other manager or managers:
- 20.1.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
  - 20.1.2 the Trustees shall provide the chief executive or other manager or managers with a description of their role and the extent of their authority; and
  - 20.1.3 the chief executive or other manager or managers shall report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts sufficient to explain the financial position of the Charity.

## **Members' meetings and engagement**

21. **Membership Engagement**

The Charity shall, in every calendar year, conduct a programme of activities to engage with and seek the views of the Charity's membership on such terms and in such ways as the Trustees think fit. Such activities may additionally seek the views of deaf children, young people, and other member groups or categories.

22. **Member Groups**

The Trustees shall make provision for the establishment and operation of groups of members and others interested in the objects of the Charity and their engagement with the Charity and may make Regulations relating to their constitution, procedures and activities.

23. **General meetings**

The Trustees may call a general meeting at any time and shall call a general meeting on receiving a requisition to that effect, signed by at least 5% of the members having the right to attend and vote at general meetings. In default, the requisitionists may call a general meeting in accordance with the Companies Acts.

24. **Length of notice**

All general meetings shall be called by at least 14 clear days' notice unless the Companies Acts require a longer notice period.

25. **Contents of notice**

25.1 Every notice calling a general meeting shall specify the place, day and time of the meeting, whether it is general or annual general meeting, and the general nature of the business to be transacted. If a special resolution is to be proposed, the notice shall include the proposed resolution and specify that it is proposed as a special resolution.

25.2 In every notice calling a meeting of the Charity there must appear with reasonable prominence a statement informing the member of their rights to appoint another person as their proxy at a general meeting.

26. **Service of notice**

Notice of general meetings shall be given to every member, to the Trustees, and to the auditors of the Charity in accordance with Article 46.

27. **Quorum**

27.1 No business shall be transacted at any general meeting unless a quorum is present.

27.2 The quorum shall be eight members present in person or by proxy and entitled to vote on the business to be transacted (on condition that at least two individuals must be in attendance).

27.3 If both a member and their proxy are present at a general meeting, only the member shall be counted in the quorum.

- 27.4 If a quorum is not present within half an hour from the time appointed for the meeting, those present and entitled to vote shall be a quorum.

28. **Chair**

The chair, if any, of the Trustees or in the chair's absence some other Trustee nominated by the Trustees, or agreed by the Trustees present, shall preside as chair of each general meeting. If no Trustee is willing to act as chair, or present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose a member to be chair. The Trustees may invite the President of the charity to chair a general meeting.

29. **Adjournment**

The chair may, with the consent of a general meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a general meeting is adjourned for 14 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. Otherwise it shall not be necessary to give any such notice.

30. **Poll**

- 30.1 A resolution put to the vote of a general 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 Companies Acts, a poll may be demanded:

- 30.1.1 by the chair;
- 30.1.2 by any person who, by virtue of being appointed proxy for one or more members entitled to attend and vote at the meeting, holds two or more votes;
- 30.1.3 by at least two members present in person or by proxy and having the right to vote at the meeting; or
- 30.1.4 by a resolution of the Trustees allowing for remote attendance, electronic and/or advance voting in accordance with Article 33.

- 30.2 Unless a poll is duly demanded the declaration of the chair on the outcome of a resolution recorded in the minutes of the meeting is conclusive evidence of such outcome.

- 30.3 Subject to arrangements under Article 33, a poll shall be taken in accordance with any policy adopted by Trustees resolution and subject to any such policy in the chair's discretion, as to scrutineers (who need not be members) and the time and place for holding and declaring the result of the poll.



31. **Votes**

- 31.1 Subject to the express provisions relating to categories of members under the Articles and Regulations on a show of hands and on a poll every member present in person or by proxy shall have one vote.
- 31.2 In the case of an equality of votes, whether on a show of hands or on a poll, provided the chair is a member, the chair shall be entitled to a casting vote in addition to any other vote they may have.
- 31.3 No member shall be entitled to vote at any general meeting unless all monies presently payable by the member to the Charity have been paid.
- 31.4 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 chair whose decision shall be final and binding.

32. **Proxies**

- 32.1 The appointment of a proxy shall be in any form approved by the Trustees in Regulations (or such other clear, reasonable and complete form as is usual and approved by the Trustees).
- 32.2 Unless the appointment of a proxy indicates otherwise, it must be treated as:
- 32.2.1 allowing the appointed proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
- 32.2.2 appointing the proxy in relation to any adjournment of the meeting as well as the meeting itself.
- 32.2.3 An appointment of proxy is invalid unless it is deposited, delivered or received in the following manner:
- 32.2.4 where the poll is to be taken in a manner not reasonably permitting 48 hours notice of a proxy appointment, a proxy may be delivered at the relevant meeting to the chair or the Secretary (if any) or to any Trustee; or
- 32.2.5 in all other cases, the appointment of a proxy may not less than 48 hours before the time for holding the meeting (or adjourned meeting) at which the proxy proposes to vote:
- 32.2.6 be deposited at the Charity's registered office or at any other notified place for such purpose within the UK; or
- 32.2.7 be received at an electronic address notified for the purpose.
- 32.3 A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity in a manner permitted for proxies.

32.4 An appointment of a proxy may be revoked by delivering to the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given. Attendance by a member in person at a meeting automatically revokes any appointment by that member of a proxy.

**33. Remote attendance, electronic and advance voting for general meetings**

33.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

33.2 A person is able to exercise the right to vote at a general meeting when:

33.2.1 that person is able to vote on any resolutions put to the vote at the meeting; and

33.2.2 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.

33.3 In determining attendance at a general meeting, it is irrelevant whether any two or more members attending it are in the same physical location as each other.

33.4 Two or more persons who are not in the same physical location as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

33.5 The Trustees may make such lawful arrangements as they see fit in respect of physical attendance and/or Remote Attendance at a general meeting. The entitlement of any person to attend and participate in a general meeting shall be subject to such arrangements.

33.6 When the Trustees have made arrangements to facilitate Remote Attendance:

33.6.1 the provisions of the Articles shall be treated as modified to permit such arrangements and in particular:

(a) a person attending a general meeting by Remote Attendance shall be treated as being present and/or present in person at the meeting for the purposes of the Articles, including without limitation the provisions of the Articles relating to the quorum for the meeting and rights to vote at the meeting, unless the Articles expressly provide to the contrary; and

(b) references in these Articles to the place of a general meeting shall be treated as references to the place specified as such in the notice of general meeting;

33.6.2 the Trustees must ensure that the notice of the meeting includes details of the arrangements for Remote Attendance, and any relevant restrictions, in addition to any other information required by the Companies Acts;

33.6.3 the arrangements must specify:

(a) how those attending by Remote Attendance may communicate with the meeting, for example by using an electronic platform to communicate with the chair and/or others attending the meeting in writing;

- (b) how those attending by Remote Attendance may vote;
- 33.6.4 Insofar as not disapplied by any arrangements made under Article 33.5:
- (a) the arrangements for Remote Attendance may be changed or withdrawn in advance of the meeting by the Trustees, who must give the members as much notice as practicable of the change;
  - (b) in the event of technical failure or other technical issues during the meeting (including, for example, difficulties in establishing whether the meeting is quorate) the chair of the meeting may adjust or withdraw the arrangements for Remote Attendance and/or adjourn the meeting if in their view this is necessary or expedient for the efficient conduct of the meeting;
  - (c) under no circumstances shall the inability of one or more persons (being entitled to do so) to access, or continue to access, the technology being used for Remote Attendance at the meeting (despite adequate technology being made available by the Charity) affect the validity of the meeting or any business conducted at the meeting, provided a quorum is present at the meeting.

#### 34. **Written resolutions**

- 34.1 Subject to Article 34.2, a written resolution of the Charity shall have effect as if passed in general meeting when agreed by:
- 34.1.1 members representing a simple majority; or
  - 34.1.2 in the case of a special resolution members representing not less than 75%;
- of the total voting rights of eligible members.
- 34.2 A members' resolution under the Companies Acts removing a Trustee or an auditor may not be passed as a written resolution.
- 34.3 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify agreement to the resolution and the date by which the resolution must be passed if it is not to lapse.
- 34.4 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

#### **Trustees' meetings**

##### 35. **Notice**

- 35.1 The chair or at least three Trustees may call a Trustees' meeting, directly or by direction to any incumbent Secretary.
- 35.2 A Trustees' meeting shall be called by at least seven clear days' notice unless either:-
- 35.2.1 all the Trustees agree; or
  - 35.2.2 urgent circumstances require shorter notice.

- 35.3 Notice of Trustees' meetings shall be given to each Trustee.
- 35.4 Every notice calling a Trustees' meeting shall specify:
- 35.4.1 the place, day and time of the meeting;
  - 35.4.2 the place where all the Trustees may physically attend the meeting (if any);
  - 35.4.3 the general nature of the business to be considered at such meeting; and
  - 35.4.4 If it is anticipated that the Trustees 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
36. **Quorum**
- 36.1 The Trustees may decide the quorum for Trustees' meetings from time to time, but it may never be less than three. Unless decided otherwise by the Trustees in accordance with this Article, the quorum is five.
- 36.2 In addition to the requirements at Article 36.1, the majority of the trustees participating in a Trustee meeting, and any decisions at a Trustee meeting, must be Elected Trustees for a Trustee meeting to be quorate.
37. **Chair**
- The chair, if any, of the Trustees or in the chair's absence another Trustee nominated by the Trustees present shall preside as chair of each Trustees' meeting.
38. **Decision making by Trustees at meetings**
- Questions arising at a Trustees' meeting shall as far as possible be decided by consensus and otherwise shall be decided by a majority of votes. In the case of an equality of votes, the chair shall be entitled to a casting vote in addition to any other vote they may have.
39. **Virtual meetings**
- A Trustees' meeting does not need to take place in one physical place and may be held by telephone, televisual, virtual or other means of remote access agreed by a majority of the Trustees. Trustees participate in (and form part of the quorum in relation to) a Trustees' meeting, or part of a Trustees' meeting, when they can contemporaneously communicate with each other by any means. If all the Trustees participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
40. **Decisions without a meeting**
- 40.1 Subject to Article 40.2, a decision is taken in accordance with this Article 40 when a majority of the Trustees indicate by any means that they share a common view on a matter.
- 40.2 For a decision to be taken in accordance with this Article 40, the proposed decision must be agreed to by a majority of the Elected Trustees then in office.

- 40.3 A decision which is made in accordance with this Article 40 shall be as valid and effectual as if it had been passed at a meeting duly convened and held provided:
- 40.3.1 the Chair or Secretary (if any) or any other person authorised by the Trustees to put the proposed decision to the Trustees (the "Facilitator") has taken reasonable steps to notify all Trustees of the proposed decision; and
- 40.3.2 a majority of the Trustees have indicated to the Facilitator that they approve the proposed decision and a majority of the Elected Trustees have indicated their approval.
- 40.4 Following receipt of responses from a majority of the Trustees, the Facilitator must communicate to all of the Trustees (by any means) whether the decision has been formally approved by the Trustees in accordance with Article 40.3.

#### **41. Conflicts of interest**

- 41.1 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting (whether a general meeting or a Trustees' meeting) or in relation to which a decision is proposed to be made, or whenever a Trustee has an interest in another organisation whose interests are reasonably likely to conflict with those of the Charity in relation to a matter to be discussed at a meeting (whether a general meeting or a Trustees' meeting), he/she must:
- 41.1.1 declare an interest before discussion begins on the matter;
- 41.1.2 withdraw from that part of the meeting unless expressly invited to remain or decline to participate in any discussion on the matter unless expressly invited to do so;
- 41.1.3 in the case of personal interests not be counted in the quorum for that part of the meeting; and
- 41.1.4 in the case of personal interests withdraw during the vote and have no vote on the matter.

#### **42. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless such specification is a requirement of the Companies Acts.

## **General**

### **43. Secretary**

43.1 A Secretary may be appointed by the Trustees for such term at such remuneration and upon such conditions as they may think fit, and may be removed by them. If there is no Secretary:

43.1.1 anything authorised or required to be given or sent to, or served on, the Charity by being sent to its Secretary may be given or sent to, or served on, the Charity itself, and if addressed to the Secretary shall be treated as addressed to the Charity; and

43.1.2 anything else required or authorised to be done by or to the Secretary of the Charity may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

### **44. Minutes**

44.1 The Trustees must ensure minutes are made:

44.1.1 of all appointments of officers made by the Trustees;

44.1.2 of all resolutions of the Charity and of the Trustees; and

44.1.3 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;

44.1.4 and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Charity, be sufficient evidence of the proceedings. The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

### **45. Records and accounts**

45.1 The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 2011 and Charities and Trustee Investment (Scotland) Act 2005 as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

45.1.1 annual reports;

45.1.2 annual returns;

45.1.3 annual statements of account.

### **46. Communications**

46.1 Anything (including any notice, report or accounts) sent or supplied by or to the Charity under the Articles or the Companies Acts may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of the Companies Acts to be sent or supplied by or to the Charity, including (without limitation) in hard copy, or in electronic form (including via a website).

- 46.2 Article 46.4.1 does not affect provisions in any relevant legislation or the Articles requiring notices or documents to be delivered in a particular way.
- 46.3 Where communications required or authorised to be sent by the Companies Acts are sent in electronic form (including via a website) the recipient must have agreed (or be deemed to have agreed under the Companies Acts) to receiving communications in this way. In the case of any such communications sent via website, the recipient must be notified that material has been posted on a website, in compliance with the Companies Acts.
- 46.4 In the case of communications sent or supplied by the Charity to the members:
- 46.4.1 communications sent by post are deemed received two working days after they are sent;
- 46.4.2 communications sent by email are deemed received on the next working day after they are sent.
- 46.4.3 A person present at any meeting of the Charity shall be deemed to have received due notice of the meeting.

#### 47. **Indemnity**

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity but only to the extent permitted by the Companies Acts; and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by them in that capacity, but only to the extent permitted by the Companies Acts.

#### 48. **Trustees' indemnity insurance**

The Trustees shall have power to resolve pursuant to Article 5.30 to effect Trustees' indemnity insurance, despite their interest in such policy.

#### 49. **Regulations**

- 49.1 Subject to Article 49.2, the Trustees may from time to time to make, repeal or alter Regulations as to the management of the Charity and its affairs, including (without limitation): company membership provisions and categories under Articles 9.8 and **Error! Reference source not found.**; provision for proxy forms under 32.1; codes of conduct for members or Trustees; the engagement with categories of members; arrangements relating to member groups; the duties of any officers or employees of the Charity; the conduct of business of the Trustees or any committee; and any other matters within the powers or under the control of the Trustees. Such Regulations shall not be inconsistent with the Companies Acts, the Articles or any rule of law.
- 49.2 In accordance with these Articles, any decision to make, repeal or alter Regulations that establish criteria for membership (Article 9.3), establish categories of membership and/or set the benefits relating to such categories of membership (Article 10.1), and establish categories of affiliated membership and/or set the benefits relating to affiliated membership (Article 10.2) must be agreed by a majority of at least 75% of all the Trustees.