

Articles of Association of Mid Sussex Marlins Swimming Club Limited

A Private Company Limited by Guarantee

15<sup>th</sup> February 2012

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1. Name of the company is:

Mid Sussex Marlins Swimming Club Limited

Its headquarters are at:

The Triangle Leisure Centre, Triangle Way, Burgess Hill, RH15 8WA

2. Defined terms:

In the articles, unless the context requires otherwise:

- Address means a postal address or for the purposes of electronic communication, a fax number, an email or postal address or a telephone number for receiving text messages in each case registered with the Company
- “Articles” means the company’s articles of association;
- “The ASA” means Amateur Swimming Association
- “bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- “Chairman” has the meaning given in article 17
- “Chairman of the meeting” has the meaning given in article 17;
- “The company” means the company intended to be regulated by the articles
- “Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;
- “Director” means a director of the company, and includes any person occupying the position of director, by whatever name called;
- “Document” includes, unless otherwise specified, any document sent or supplied in electronic form;
- “Electronic form” has the meaning given in section 1168 of the Companies Act 2006;
- “Member” has the meaning given in section 112 of the Companies Act 2006;
- “The memorandum “ means the Companies memorandum of association
- “Officers” include the directors and the secretary, if any
- “Ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;
- “Participate”, in relation to a directors’ meeting, has the meaning given in article 12;

- “Proxy notice” has the meaning given in article 28
- “Special resolution” has the meaning given in section 283 of the Companies Act 2006;
- “Subsidiary” has the meaning given in section 1159 of the Companies Act 2006;
- Words importing one gender shall include all genders and the singular includes the plural and vice versa
- “Writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

### 3. Liability of members

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:

- a) Payment of the company’s debts and liabilities contracted before he ceases to be a member;
- b) Payment of the costs, charges and expenses of winding up;
- c) Adjustment of the rights of the contributories among themselves

## DIRECTORS’ POWERS AND RESPONSIBILITIES

### 4. Object of the company

- 1) The object of the company is to develop, promote, initiate the teaching and coaching of swimming, diving, open water and water polo skills, in order to improve general fitness and provide and promote positive healthy lifestyle activities for children, young people and adults within the Mid Sussex and adjoining areas.
- 2) The company is committed to equality and within the context of the activities provided will ensure that everyone is treated equally regardless of sex, ethnic origin, disability, religion or political persuasion.
- 3) The company is committed to the protection of children and young people and within the context of the activities provided will ensure that appropriate child protection procedures are in place.

### 5. Powers

The Company has the power to do anything, which is calculated to further its objects or incidental to doing so.

In particular the company has the power to:

- 1) Teach swimming to non-swimmers in the community through a discrete Learn-to-Swim programme
- 2) Promote the development, teaching, coaching and practice of swimming, water polo, triathlon and life-saving for its members;
- 3) Train and develop the teachers and coaches and other staff involved in these activities
- 4) Stimulate public opinion in favour of the learning and the teaching of swimming as a life skill, important in contributing to general health and well being within the community served by the company
- 5) Raise funds;
- 6) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 7) Sell, lease or otherwise dispose of all or any part of the property belonging to the company
- 8) Borrow money and charge the whole or any part of the property belonging to the company as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation;
- 9) Co-operate with other organisations with similar objectives, voluntary bodies and statutory authorities and to exchange information and advice with them.
- 10) Establish or support any organisations, associations or institution formed for any of the purposes included in the objects;
- 11) Acquire, merge with or to enter into any partnership or joint venture arrangement with any other company;
- 12) Set aside as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 13) Employ and remunerate such staff as are necessary for carrying out the work of the company, which will be responsible for the day-to-day running and the specific activities of the company;
- 14) The company may employ or remunerate a director only to the extent it is permitted to do so by article 24 and provided it complies with the conditions in the article;
- 15) The company shall also have power to:
  - a) Deposit or invest funds;
  - b) Arrange for the investments or other property of the company to be held in the name of a nominee;
  - c) To provide indemnity insurance for the directors in accordance with, and subject to the conditions in of the Companies Act;
  - d) To pay out of the funds of the company the costs of forming and registering the company
- 16) The income and property of the Company shall be applied solely towards the promotion of its objects as set forth in Article 4 and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company, provided that nothing herein shall prevent any payment in good faith by the Company:
  - a) of reasonable and proper remuneration to any member, officer or servant of the Company for any services rendered to the Company;

- b) of any interest on money lent by any member of the Company or any director at a reasonable and proper rate;
- c) of reasonable and proper rent for premises demised or let by any member of the Company or any director; and
- d) to any director of out-of-pocket expenses.

## 6. Universal Clauses

The income and property of the company shall be applied solely toward the promotion of the Objects

## 7. Affiliations

- 1) The company shall be affiliated to ASA (SE Region) and shall adopt and conform to the rules of such association, and to such other bodies as the company may determine from time to time.
- 2) The business and affairs of the company shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association (“A.S.A Laws”) and in particular:
  - a) All competing members shall be eligible competitors as defined in A.S.A Laws; and
  - b) The company shall in accordance with A.S.A Laws adopt the A.S.A Child Protection Procedures and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm. The Company will appoint Welfare Officer who will have an appropriate background and who will be required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses. The Welfare Office will have the right to attend Directors meetings, without the power to vote and will present a report to the AGM
  - c) The company shall implement the A.S.A Equal Opportunities Policy
  - d) The company and directors are required to comply with the relevant A.S.A Laws and rules and be subject to the A.S.A Judicial system for handling internal Company disputes and A.S.A Complaints, as set out in the A.S.A handbook. (A copy of the current rules may be obtained from the A.S.A Department of Legal Affairs).
- 3) By virtue of the affiliation of the Club to ASA South East Region, the Company and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:
  - a) The Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and
  - b) British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and
  - c) FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).

## Directors Powers and Responsibilities

### 8. Directors' general authority

Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

### 9. Members' reserve powers

- 1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- 2) No such special resolution invalidates anything, which the directors have done before the passing of the resolution.

### 10. Directors may delegate

- 1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles:
  - a) To such person or committee;
  - b) By such means (including by power of attorney);
  - c) To such an extent;
  - d) In relation to such matters or territories; and
  - e) On such terms and conditions as they think fit.
- 2) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- 3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

### 11. Committees

- 1) Committees to which the directors delegate any of their powers must follow procedures, which are based as far as they are applicable on those provisions of the articles, which govern the taking of decisions, by directors.
- 2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

## DECISION-MAKING BY DIRECTORS

### 12. Directors to take decisions collectively

- 1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.
- 2) If
  - a) the company only has one director, and

- b) no provision of the articles requires it to have more than one director, the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

13. Unanimous decisions

- 1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- 2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- 3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
- 4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

14. Calling a directors' meeting

- 1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorizing the company secretary (if any) to give such notice.
- 2) Notice of any directors' meeting must indicate—
  - a) its proposed date and time;
  - b) where it is to take place; and
  - c) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 3) Notice of a directors' meeting must be given to each director, but need not be in writing
- 4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

15. Participation in directors' meetings

- 1) Subject to the articles, directors participate in directors' meeting, or part of a directors' meeting, when—
  - a) the meeting has been called and takes place in accordance with the articles, and
  - b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

- 2) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- 3) If all the directors 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.

16. Quorum for directors' meeting

- 1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it are five.
- 3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision—
  - a) to appoint further directors, or
  - b) to call a general meeting so as to enable the members to appoint further directors.

17. Chairing of directors' meetings

- 1) The directors may appoint a director to chair their meetings
- 2) The person so appointed for the time being is known as the chairman.
- 3) The directors may terminate the chairman's appointment at any time
- 4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

18. Casting vote

- 1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- 2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

19. Conflicts of interest

- 1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- 2) but if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision making process for quorum and voting purposes.
- 3) this paragraph applies when—

- a) the company by ordinary resolution disapplies the provision of the articles, which would otherwise prevent a director from being counted as participating in the decision making process;
  - b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
  - c) the director's conflict of interest arises from a permitted cause.
- 4) for the purposes of this article, the following are permitted causes—
- a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries
  - b) subscription, or an agreement to subscribe, for securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and
  - c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.
- 5) for the purposes of this article, references to proposed decisions and decision making processes include any directors' meeting or part of a directors' meeting.
- 6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman who's ruling in relation to any director other than the chairman is to be final and conclusive.
- 7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

20. Records of decisions to be kept

The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

21. Directors' discretion to make further rules

Subject to the articles, the directors may make any rule, which they think fit, about how they take decisions, and about how such rules are to be recorded or communicated to directors and the company.

22. Methods of appointing directors

- 1) Any adult person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director—
  - a. by ordinary resolution at the AGM, or
  - b. by a decision of the directors
- 2) In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.
- 3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

23. Termination of director's appointment

A person ceases to be a director as soon as—

- 1) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
- 2) a bankruptcy order is made against that person;
- 3) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- 4) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 5) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
- 6) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

24. Directors' remuneration

1. Directors may undertake any services for the company that the directors decide.
2. Directors are entitled to such remuneration as the directors determine—
  - a. for their services to the company as directors, and
  - b. for any other service which they undertake for the company.
3. Subject to the articles, a director's remuneration may—
  - a. take any form, and
  - b. include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
4. Unless the directors decide otherwise, directors' remuneration accrues from day to day.
5. Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or

other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

25. Directors' expenses

The company may pay any reasonable expenses, which the directors properly incur in connection with their attendance at—

- 1) meetings of directors or committees of directors,
- 2) general meetings, or
- 3) separate meetings of the holders of debentures of the company, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

MEMBERS BECOMING AND CEASING TO BE A MEMBER

26. Applications for membership

No person shall become a member of the company unless—

- 1) that person has completed an application for membership in a form approved by the directors, and
- 2) the directors have approved the application

27. Termination of membership

- 1) A member may withdraw from membership of the company by giving 14 days' notice to the company in writing.
- 2) Membership is not transferable.
- 3) A person's membership terminates when that person dies or ceases to exist.

ORGANISATION OF GENERAL MEETINGS

28. Annual General Meetings

- 1) The Company's Annual General Meeting must be held in each year in either May or June
- 2) The purpose of the Annual General Meeting is to transact the following business:
  - a) To receive the directors' report of the activities of the company during the previous year;
  - b) To receive and consider the accounts of the company for the previous year and the report on the accounts from the appointed Auditor and the directors' report as to the financial position of the company;
  - c) To remove and elect the Auditor (who must not be a director or member of the family of a director) or confirm that he or she remain in office;
  - d) To appoint the directors for the forthcoming year in accordance with article 22;

- e) To decide on any resolution which may be duly submitted in accordance with article 40
  - 3) The directors may propose any person as Club President and /or Vice-Presidents and/or Honorary Life Members and /or honorary member of the company for such period as they think fit and such a person shall be entitled to all the privileges of membership. Such honorary members must be elected at the Annual General Meeting and must thereafter be included in the club's annual return of membership to the ASA.
29. Notice of General meetings
- 1) The directors may call a general meeting at any time
  - 2) The minimum periods of notice required to hold a general meeting of is fourteen (14) clear days whether for an annual general meeting or a general meeting called for the passing of a general resolution or any other general meeting.
  - 3) A general meeting may be called by shorter notice if it is so agreed by a majority in number of the members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 per cent of the total voting rights.
  - 4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.
30. Attendance and speaking at general meetings
- 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.
  - 2) A person is able to exercise the right to vote at a general meeting when-
    - a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
    - b) 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.
  - 3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
  - 4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
  - 5) Two or more persons who are not in the same place 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.
31. Quorum for general meetings

- 1) No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.
- 2) The quorum for all general meetings shall be twenty (20) members present in person or by proxy and entitled to attend and vote at the meeting.

32. Chairing general meetings

- 1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- 2) If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start—
  - 1) the directors present, or
  - 2) if no directors are present), the meeting, must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.

33. Attendance and speaking by directors and non-members

- 1) Directors may attend and speak at general meetings, whether or not they are members.
- 2) The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

34. Adjournment

- 1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—
  - a) the meeting consents to an adjournment, or
  - b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 4) When adjourning a general meeting, the chairman of the meeting must—
  - a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
  - b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

- 5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—
  - c) to the same persons to whom notice of the company's general meetings is required to be given, and
  - d) containing the same information which such notice is required to contain.
- 6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

## VOTING AT GENERAL MEETINGS

### 35. Voting: General

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

### 36. Errors and disputes

- 1) No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- 2) Any such objection must be referred to the chairman of the meeting whose decision is final.

### 37. Poll votes

- 1) A poll on a resolution may be demanded—
  - a) in advance of the general meeting where it is to be put to the vote, or
  - b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 2) A poll may be demanded by—
  - a) the chairman of the meeting;
  - b) the directors;
  - c) two or more persons having the right to vote on the resolution; or
  - d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.
- 3) A demand for a poll may be withdrawn if—
  - a) the poll has not yet been taken, and
  - b) the chairman of the meeting consents to the withdrawal.

- 4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

### 38. Content of proxy notices

- 1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which—
  - a) states the name and address of the member appointing the proxy;
  - b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
  - c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- 2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 4) Unless a proxy notice indicates otherwise, it must be treated as—
  - a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### 39. Delivery of proxy notices

- 1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.
- 2) An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 4) If the person appointing the proxy does not execute a proxy notice, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer’s behalf.

#### 40. Resolutions and Amendments to resolutions

- 1) Any resolution to be proposed at a general meeting must be submitted to the Hon Secretary in writing at least 14 days prior to the AGM.
- 2) A resolution may be amended by Ordinary resolution if—
  - a) Notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
  - b) The proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- 3) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if
  - a) The chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - b) The amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 4) If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

#### ADMINISTRATIVE ARRANGEMENTS

#### 41. Means of communication to be used

- 1) Subject to the articles, anything sent or supplied by or to the company under the articles 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 that Act to be sent or supplied by or to the company.
- 2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 3) A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

#### 42. Company seals

- 1) Any common seal may only be used by the authority of the directors.
- 2) The directors may decide by what means and in what form any common seal is to be used.
- 3) Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also

be signed by at least one authorised person in the presence of a witness who attests the signature.

- 4) For the purposes of this article, an authorised person is—
  - a) any director of the company;
  - b) the company secretary (if any); or
  - c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

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

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

#### 44. Provision for employees on cessation of business

The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

#### 45. Dissolution

- 1) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 2) The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

### DIRECTORS' INDEMNITY AND INSURANCE

#### 46. Indemnity

- 1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against—
  - a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
  - b) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),

- c) any other liability incurred by that director as an officer of the company or an associated company.
- 2) This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law, or any penalty imposed by the ASA following the upholding of an ASA complaint
- 3) In this article—
  - a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
  - b) a “relevant director” means any director or former director of the company or an associated company.

#### 47. Insurance

- 1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.
- 2) In this article—
  - a) a “relevant director” means any director or former director of the company or an associated company,
  - b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director’s duties or powers in relation to the company, any associated company or any pension fund or employees’ share scheme of the company or associated company, and
  - c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.