

**Companies Act 2006**

**Private Company Limited by Guarantee**

**Articles of**

**Friends of Lloyd Park C.I.C.**

**Interpretations**

1. In these  
Articles:

**"Address"** means a postal address or, for the purposes of electronic communication, a fax number, email address or telephone number for receiving text messages;

**"Articles"** means the Company's articles of association;

**"Asset-Locked Body"** means (i) a community interest company, a charity or a Permitted

Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;

**"Board of Directors" or "Board"** means all those persons appointed to perform the duties of directors of FOLP C.I.C.;

**"Companies Acts" or "the Act"** means the Companies Acts (as defined in section 2 of the Companies Act 2006) in so far as they apply to the company;

**"Community"** has the meaning given in Section 35(5) of the Company's (Audit Investigations and Community Enterprise) Act 2004;

**"Co-operative Principles"** are the principles defined in the International Co-operative Alliance Statement of Co-operative Identity. The principles are those of voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, co-operation among co-operatives and concern for the community;

**"Director"** means a director of FOLP C.I.C. and includes any person occupying the position of Director, by whatever name called;

**"Document"** includes, unless otherwise stated, any document sent or supplied in electronic form;

**"Electronic means"** has the meaning given in section 1168 of the Companies Act 2006; **"Employee"** means anyone over the age of 16 holding a contract of employment with the Co-operative to perform at least eight hours of work per week for FOLP C.I.C.; **"Entrenched"** has the meaning given by section 22 of the Companies Act 2006 and as detailed under the heading 'Resolutions' in these Articles;

**"Member"** has the meaning given in section 112 of the Companies Act 2006 and as detailed under 'Membership' in these Articles;

**"Permitted Industrial and Provident Society"** means an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;

**"Person"** means, unless the context requires otherwise, a natural person, unincorporated body, firm, partnership, corporate body or the nominee of an unincorporated body, firm, partnership or corporate body;

**"Regulations"** has the meaning as detailed under "Regulations" in these Articles;

**"The Regulator"** means the Regulator of Community Interest Companies;

**"Secretary"** means any person appointed to perform the duties of the Secretary of the Co-operative;

**"Specified"** means specified in the Memorandum or Articles of Association of the company for the purposes of this paragraph:

**"Transfer"** includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property;

**"User"** means those Persons admitted into membership under these Articles that wish to use the services of FOLP C.I.C. and have agreed to pay any subscription or other sum due in respect of membership for the use of the Cooperative's services;

**"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.

2. Unless the context requires otherwise, 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 FOLP C.I.C.. Schedule 1 to the Companies (Model Articles) Regulations 2008 shall apply to FOLP C.I.C., save where amended or replaced by these Articles~ In the case of any variation or inconsistency between these Articles and the model articles, these Articles shall prevail.
3. The Company is to be a **community interest company** and shall be known as "FOLP C.I.C." in these Articles.

#### **Objects**

4. The objects of FOLP C.I.C. are to carry on activities which benefit the community and in particular (without limitation) to:
  - a) Support the improvement and conservation of Lloyd Park so that it can be freely enjoyed as a place of beauty, rest, recreation and interest for the community.
  - b) Work with the London Borough of Waltham Forest, any other parks authorities, their appointed contractors and other relevant bodies to enhance the amenities, ecology, safety and security of the park to meet community needs and thereby encourage the use and appreciation of the park.
  - c) Provide a point of liaison and information for the members of the Friends of Lloyd Park and other park users and to represent their interests in consultations with the London Borough of Waltham Forest and other bodies in matters relating to parks.
  - d) Alone or in collaboration with other bodies, promote awareness of the benefits of maintaining parks and open spaces for the use and enjoyment of the community.
  - e) Encourage and promote opportunities for volunteering.
  - f) Research, record and communicate the history of Lloyd Park.

- g) Carry out any trade or commercial activity including, but not limited to, the management of equipment and premises, retail and wholesale supply, the provision of consultancy and training, the provision of refreshments and the organisation of events.

### **Purpose**

5. The purpose of FOLP C.I.C. is to carry out its function as a co-operative and to abide by the internationally recognised co-operative values and Cooperative Principles as defined by the International Co-operative Alliance. This article is Entrenched in accordance with section 22 of the Act; any alteration to this article requires the approval of 100% of the Members.

### **Powers**

6. To further its objects FOLP C.I.C. may do all such lawful things as may further the Co-operative's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

### **MEMBERS**

7. The subscribers to the memorandum of association are the first Members of the Co-operative.
8. Such other Persons as are admitted to membership in accordance with these Articles shall be Members of FOLP C.I.C. **No Person shall be admitted as a Member of the Co-operative unless he or she is approved by the Directors** as meeting the criteria for membership set out in these Articles.

### **Membership Criteria**

9. The criteria for membership that shall be applied by the Directors follows below.

### **User Members**

10. Any regular User of the services of FOLP C.I.C. may be admitted into membership.

### **Employee Members**

11. All Employees on taking up employment with FOLP C.I.C. may be admitted to membership of FOLP C.I.C., except that FOLP C.I.C. in a general meeting may by a majority vote decide to exclude from membership:
  - a) Newly appointed Employees during such reasonable probationary period as may be specified in their terms and conditions of employment;
  - b) Employees working less than a prescribed number of hours per week (or per month); provided that any such criteria for exclusion are applied equally to all Employees.

### **Supporter Members**

12. Any natural person, unincorporated body, firm, partnership or corporate body that operates in an associated field of activity to FOLP C.I.C. or that has an interest in supporting the Co-operatives business.
13. In accordance with FOLP C.I.C. Principle of voluntary and open membership, whilst FOLP C.I.C. shall undertake to encourage those persons meeting the membership criteria to become Members, membership must be voluntary and as a result cannot be a condition of employment.
14. Membership is not transferable to anyone else.

#### **Applications for Membership**

15. Every person who wishes to become a Member must support the aims of FOLP C.I.C. and **shall deliver to FOLP C.I.C. an application for Membership in such form (and containing such information) as the Directors require and executed by him or her.** The Directors shall approve each application for membership.
16. A corporate body which is a Member shall, by resolution of its governing body appoint a representative who has attained the age of 16. The representative may, during the continuance of her/his appointment, be entitled to exercise all such rights and powers as the **corporate body would exercise if it were an individual person.** Each corporate body Member shall supply notification in Writing to FOLP C.I.C. of its choice of representative.

#### **Member Commitment**

17. **All Members agree to attend general meetings and take an active interest in the operation** and development of FOLP C.I.C. and its business. Members have a duty to respect the confidential nature of the business decisions of FOLP C.I.C.
18. In accordance with FOLP C.I.C. Principle of education, training and information, the Co-operative **shall provide potential Members with information about what the role of a Member is within FOLP C.I.C. and will provide training in the skills required to be a Member** and to participate in the operation of FOLP C.I.C.
19. FOLP C.I.C. shall provide ongoing education and training in co-operative values and Co-operative Principles and associated topics. **FOLP C.I.C. shall support its Members by ensuring that meetings are accessible and encourage participation.**

#### **Termination of Membership**

20. Membership is terminated if
  - a) The Member dies, or in the opinion of the Board is unable to carry out their duties, or ceases to exist;
  - b) Otherwise in accordance with these articles where the Member:

- (i) Ceases to meet FOLP C.I.C.s criteria for membership; or
- (ii) Fails in the opinion of the Board of Directors unreasonably to pay any fee or other monies due to FOLP C.I.C.; or
- (iii) Resigns in Writing as a Member of FOLP C.I.C. to the Secretary; or
- (iv) Is expelled from membership in accordance with these Articles.

#### **Removal of a Member**

21. A Member may be expelled from membership by a resolution of FOLP C.I.C. stating that it is in the best interests of FOLP C.I.C. that her/his/its membership is terminated.

A resolution to remove a Member from membership may only be passed if:

- a. The Member has been given at least 21 days' notice in Writing of the general meeting at which the resolution to expel them will be proposed and the reasons why it is to be proposed; and
- b. The Member or, at the option of the Member, an individual who is there to represent them (who need not be a Member of FOLP C.I.C.) has been allowed to make representations to the general meeting.

#### **GENERAL MEETINGS**

22. FOLP C.I.C. **shall in each calendar year hold a general meeting of the Members** as its annual general meeting and shall specify the meeting as such in the notices calling it. The **first annual general meeting shall be held within 18 months of incorporation**. Every annual general meeting except the first shall be held not more than 15 months after the previous annual general meeting.

23. The business of an **Annual General Meeting** shall comprise where appropriate:

- a) Consideration of accounts and balance sheets;
- b) Consideration of Director's and auditor's reports;
- c) Elections to replace retiring Directors;
- d) Appointment and remuneration of the auditor (or their equivalent).

24. In accordance with the Co-operative Principle of democratic member control, FOLP C.I.C. shall ensure that, in addition to the annual general meeting, at least **four other general meetings are held**

**annually.** The purpose of these meetings is to ensure that Members are given the opportunity to participate in the decision-making process of the Co-operative, review the business planning and management processes and to ensure the Co-operative manages itself in accordance with Co-operative values and Co-operative Principles.

#### **Calling a General Meeting**

25. The Board of Directors may convene a general meeting or, in accordance with the Companies Acts, 10% of the membership may, in Writing, require the Directors to call a general meeting.

#### **Notices**

26. The Directors shall call the **Annual General Meeting giving 14 clear days'** notice to all Members. All other general meetings shall be convened with at least 14 clear days' notice but may be held at shorter notice if so agreed in Writing by a majority of Members together holding not less than 90% of the total voting rights of FOLP C.I.C.

**27. All notices shall specify the date, time and place of the meeting along with the general nature of business to be conducted and any proposed resolutions. The notice must also contain a statement setting out the right of each Member to appoint a proxy.**

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

#### **Proxies**

29. A Member who is absent from a general meeting may appoint any person to act as their proxy, provided that no Person shall hold a proxy for more than five Members at any one time in any general meeting.

**30. Proxies may only validly be appointed by a notice in Writing which:**

- a. States the name and Address of the Member appointing the proxy;
- b. Identifies the Person appointed to be that Members 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 FOLP C.I.C. in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

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31. FOLP C.I.C. may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.
32. 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 of the resolutions, otherwise the proxy notice shall be treated as allowing the Person appointed the discretion as how to vote on any matter.
33. A Person who is entitled to attend, speak or vote (either on a show of hands or a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of the general meeting to which it relates.
34. An appointment using a proxy notice may be revoked by delivering to FOLP C.I.C. a notice in Writing given by or on behalf of the Person by whom or on whose behalf the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or the adjourned meeting to which it relates.
35. If a proxy notice is not signed by the Person appointing the proxy, it must be accompanied by evidence in Writing that the person signing it has the authority to execute it on the appointer's behalf.

### **Quorum**

36. No business shall be transacted at a general meeting unless a quorum of Members is present, either in person or represented by proxy. Unless amended by special resolution of FOLP C.I.C., **a quorum shall be ten Members or one-third of the membership**, whichever is the lesser.

### **Chairing General Meetings**

37. **Members shall appoint one of their number as the chairperson to facilitate general meetings.** If s/he is absent or unwilling to act at the time any meeting proceeds to business then the Members present shall choose one of their number to be chairperson for that meeting. The appointment of a chairperson shall be the first item of business at the general meeting.

### **Attendance and Speaking at General Meetings**

38. A Member is able to exercise the right to speak at a general meeting and is deemed to be in attendance when that Person is in a position to communicate to all those attending the meeting. 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 including by electronic means. In determining attendance at a general meeting it is immaterial whether any two or more Members attending are in the same place as each other.
39. The chairperson of the meeting may permit other persons who are not Members of FOLP C.I.C. to attend and speak at general meetings, without granting any voting rights.
40. **A person who is not a Member of FOLP C.I.C. shall not have any right to vote** at a general meeting of FOLP C.I.C.; but this is without prejudice to

any right to vote on a resolution affecting the rights attached to a class of FOLP C.I.C.'s debentures. The chairperson of the meeting may permit other persons who are not Members of FOLP C.I.C. to attend and speak at general meetings, without granting any voting rights.

### **Adjournment**

41. If a quorum is not present within half an hour of the time the general meeting was due to commence, or if during a meeting a quorum ceases to be present, **the chairperson must adjourn the meeting**. If within half an hour of the time the adjourned meeting was due to commence a quorum is not present, the Members present shall constitute a quorum.
42. The chairperson of a general meeting may adjourn the meeting whilst a quorum is present if:
  - a) The meeting consents to that adjournment; or
  - b) It appears to the chairperson that an adjournment is necessary to protect the safety of any persons attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
43. The chairperson must adjourn the meeting if directed to do so by the meeting
44. When adjourning a meeting the chairperson must specify the date, time and place to which it will stand adjourned or that the meeting is to continue at a date, time and place to be fixed by the Directors.
45. If the meeting is adjourned for 14 days or more, at least 7 clear days' notice of the adjourned meeting shall be given in the same manner as the notice of the original meeting
46. No business shall be transacted at an adjourned meeting other than business which could not properly have been transacted at the meeting if the adjournment had not taken place.

### **Voting**

47. In accordance with FOLP C.I.C. Principle of democratic member control, **each Member shall have one vote on any question to be decided in general meeting**. This article is Entrenched in accordance with section 22 of the Act; any alteration to this article requires the approval of 100% of the Members.
48. A resolution put to the **vote at a general meeting shall be decided on a show of hands** unless a poll is duly demanded in accordance with these Articles.
49. In the case of an equality of votes, whether on a show of hands or a poll, the chairperson shall not have a second or casting vote and the resolution shall be deemed to have been lost.

### **Poll Votes**



50.A poll on a resolution may be demanded:

- a) In advance of the general meeting where the matter 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.

**51. A poll may be demanded by:**

- a) The chairperson of the meeting;
- b) The Directors;
- c) Two or more persons having the right to vote on a resolution.

52.A demand for a poll may be withdrawn if the poll has not yet been taken and the chairperson consents to the withdrawal.

53.Polls must be taken immediately and in such manner as the chairperson of the meeting directs, provided that each Member shall have only one vote.

#### **Resolutions**

**54. Decisions at general meetings shall be made by passing resolutions:**

- a) Decisions involving an alteration to articles that have been Entrenched in accordance with section 22 of the Act require the approval of 100% of the Members.
- b) The following decisions must be made by special resolution:
  - (i) Decisions involving an alteration to the Articles of FOLP C.I.C., except where an article is Entrenched as detailed above;
  - (ii) Decisions to expel Members;
  - (iii) Decisions to dispose of assets of FOLP C.I.C. equivalent in value to one-third of FOLP C.I.C.s last published balance sheet, as detailed in these Articles;
  - (iv) The decision to wind up FOLP C.I.C.;
  - (v) Other decisions which are required so by statute;
- c) All other decisions shall be made by ordinary resolution;

55.A special resolution is one passed by a majority of not less than 75% of votes cast at a general meeting and an ordinary resolution is one passed by a

simple majority (51%) of votes cast.

56. Resolutions may be passed at general meetings or by written resolution.
57. A written resolution passed by Members shall be effective if it has been passed in accordance with the requirements of the Act which includes sending a copy of the proposed resolution to every Member. Written resolutions may comprise several copies to which one or more Members have signified their agreement.
58. A written resolution shall be deemed to have been passed if, within 28 days of the written resolutions circulation date:
- a) Written approval has been received from at least 75% of the Members where the resolution is a special resolution;
  - b) Written approval has been received from at least 51% of the Members where the resolution is an ordinary resolution.
59. In accordance with the Companies Acts, resolutions to remove a Director or auditor (or their equivalent) of FOLP C.I.C. before the end of his/her period of office shall not be passed by written resolution.

#### **DIRECTORS**

60. FOLP C.I.C. shall have a **Board of Directors comprising not less than two Directors.**
61. Those persons notified to the Registrar of Companies on incorporation and such others as they may determine in writing shall be the initial Board of Directors of FOLP C.I.C. from incorporation until the first annual general meeting.
62. **Only persons who are aged 16 years or more may serve on the Board of Directors.**
63. **The Board of Directors shall be elected by and from FOLP C.I.C.s Members.** The maximum number of Directors serving on the Board shall be determined by a general meeting of FOLP C.I.C. from time to time.

#### **Retirement Cycle**

64. **At the first annual general meeting all Directors shall stand down.** At every subsequent annual general meeting one-third of the Board of Directors, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office. The Directors to retire shall be the Directors who have been longest in office since their last election. Where Directors have held office for the same amount of time the Director to retire shall be decided by lot. A retiring Director shall be eligible for re-election.
65. In addition the Board of **Directors may co-opt up to two external independent Directors** who need not be Members and are selected for their particular skills and/or experience. Such external independent Directors shall serve a fixed period determined by the Board of Directors at the time of the co-option, subject to a review at least every 12 months. External independent Directors

may be removed from office at any time by a resolution of the Board of Directors.

66. The Board of Directors may at any time fill a casual vacancy on the Board by co-option. Such co-opted individuals must be Members of FOLP C.I.C. and will hold office as Director only until the next annual general meeting.

#### **Board Education and Training**

67. In accordance with FOLP C.I.C. Principle of education, training and information, before accepting a position as Director an individual must agree to undertake training during their first year of office as deemed appropriate by FOLP C.I.C. Such training to include that which provides information on the roles and responsibilities of being a Director of a company which is also a co-operative.

#### **Powers and Duties of the Board of Directors**

68. The Directors are responsible for the management of FOLP C.I.C.s business and, subject to these Articles and directions given by special resolution, they may exercise all the powers of a company for this purpose. No such special resolution invalidates anything which the Directors have done before the passing of the special resolution.

#### **69. The Board of Directors shall have the power to determine policies and procedures associated with membership including setting subscription levels.**

70. All decisions made by a meeting of the Board of Directors or by any person acting as a Director shall remain valid even if it is later discovered that there was some defect in the Directors appointment or that the individual had previously been disqualified from acting as a Director.

#### **Delegation**

71. Subject to these Articles, the Directors may delegate any of the powers which are conferred on them under these Articles to any Person or committee consisting of Members of FOLP C.I.C., by such means, to such an extent, in relation to such matters and on such terms and conditions as they think fit.
72. The Directors may specify that any such delegation may authorise further delegation of the powers by any person to whom they are delegated.
73. The Directors may revoke any delegation in whole or in part or alter any terms and conditions.

#### **Sub-Committees**

74. A sub-committee 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 these Articles which govern the taking of decisions by Directors.
75. The Directors may make Regulations for all or any sub-committees, provided that such Regulations are not inconsistent with these Articles.

76. All acts and proceedings of any sub-committee must be fully and promptly reported to the Directors.

## **PROCEEDINGS OF THE BOARD OF DIRECTORS**

### **Calling a Meeting of the Board of Directors**

77. Any Director may, and the Secretary on the requisition of a Director shall, call a meeting of the Board of Directors by giving reasonable notice of the meeting to all Directors. Notice of any meeting of the Board of Directors must indicate the date, time and place of the meeting and, if the Directors participating in the meeting will not be in the same place, how they will communicate with each other.

### **Proceedings of a Meeting of the Board of Directors**

78. The Board of Directors may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit.

**79.** A Director is able to exercise the right to speak at a meeting of the Board of Directors and is deemed to be in attendance when that person is in a position to communicate to all those attending the meeting. The Directors may make whatever arrangements they consider appropriate to enable those attending a meeting of the Board of Directors to exercise their rights to speak or vote at it including by Electronic Means. **In determining attendance at a meeting of the Board of Directors, it is immaterial whether any two or more Directors attending are in the same place as each other.**

**80. Questions arising at a Directors' meeting shall be decided by a majority of votes.** In all proceedings of Directors each Director must not have more than one vote. **In the case of an equality of votes the status quo shall be maintained and the Board of Directors may choose to refer the matter to a general meeting of FOLP C.I.C.**

81. A written resolution, circulated to all Directors and signed by a simple majority (51%) of Directors, shall be valid and effective as if it had been passed at a Board meeting duly convened and held. A written resolution may consist of several identical Documents signed by one or more Directors.

82. The Board of Directors may, at its discretion, invite other persons to attend its meetings with or without speaking rights and without voting rights. Such attendees will not count toward the quorum.

**83. The Directors must ensure that FOLP C.I.C. 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.**

### **Quorum**

84. The quorum necessary for the transaction of business at a meeting of the

Board of **Directors shall be 50% of the Directors or 2**, whichever is the greater.

85. If at any time the total number of Directors in office is less than the quorum required, the Directors must not take any decisions other than to appoint further Directors or to call a general meeting so as to enable the Members to appoint further Directors.

#### **Chairperson**

86. Directors shall appoint one of their number as the chairperson to facilitate meetings of the Board of Directors. If s/he is absent or unwilling to act at the time any meeting proceeds to business then the Directors present shall choose one of their number to be the chairperson for that meeting. The appointment of a chairperson shall be the first item of business at the meeting.

#### **Declaration of Interest**

87. Whenever a Director has a personal, financial or material interest, whether directly or indirectly, in a matter to be discussed at a meeting and whenever a Director has an interest in another unincorporated body, firm, partnership or corporate body whose interests are reasonably likely to conflict with those of the Co-operative in relation to a matter to be discussed at a meeting, notwithstanding matters relating to the terms of business of FOLP C.I.C., s/he must;

- a) Declare the nature and extent of the interest before the discussion begins on the matter;
- b) Withdraw from that part of the meeting unless expressly invited by the chairperson of the meeting to remain;
- c) Not be counted in the quorum for that part of the meeting;
- d) Withdraw during the vote and have no vote on the matter.

Provided that nothing in this Article shall prevent a Director from counting towards the quorum for Board meetings and voting in respect of her/his own contract of employment or in respect of bonus or other payments to Members.

88. Subject to anything to the contrary in these Articles:

- a) In accordance with (but subject to) the Companies Acts, the Board of Directors may give authorisation in respect of a situation in which a Director has, or could have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of FOLP C.I.C.; and
- b) In authorising a situation the Board of Directors may decide, whether at the time of giving the authorisation or subsequently, that if the conflicted Director has obtained any information through her/his involvement in the situation otherwise than as a Director and in respect of which s/he owes a duty of confidentiality to another Person, the Director is under no obligation to:

- (i) Disclose that information to FOLP C.I.C.; and/or
- (ii) Use that information for the benefit of FOLP C.I.C.;

where to do so would amount to a breach of confidence

Provided that nothing in this Article shall prevent a Director from counting towards the quorum for Board meetings and voting where the matter relates to her/his own contract of employment or in respect of her/his rights and interests as a Member.

#### **Remuneration and Expenses**

**89. Directors are entitled to such remuneration as the Directors determine.** Directors may undertake any services for FOLP C.I.C. that the Directors decide:

- a) for their services to FOLP C.I.C. as Directors; and
- b) for any other service which they undertake for FOLP C.I.C.

**90. 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.

91. Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

92. 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 FOLP C.I.C.'s subsidiaries or of any other body corporate in which the Cooperative is interested.

**93. FOLP C.I.C. may pay any reasonable expenses** which the Directors properly incur in connection with their attendance at meetings or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to FOLP C.I.C.

#### **Termination of a Director's Appointment**

94. A person ceases to be a Director of FOLP C.I.C. as soon as:

- a) That person ceases to be a Member of FOLP C.I.C. (unless they are a co-opted external independent Director);
- b) That person resigns from office in Writing to the Secretary of FOLP C.I.C., and such resignation has taken effect in accordance with its terms;

- c) That person is removed from office by a resolution of FOLP C.I.C. in general meeting in accordance with these Articles and the Companies Acts;
- d) That person is absent from 3 meetings of the Board of Directors during a continuous period of 12 months without special leave of absence granted by the Board of Directors and the Directors pass a resolution that s/he has by reason of such absence vacated office;
- e) Where the individual is the representative of a Member organisation, the Member organisation removes their endorsement of that representative;
- f) Where the individual is the representative of a Member organisation that Member organisation ceases to exist;
- g) That person ceases to be a Director by virtue of any provision of the Companies Acts or is prohibited from being a Director by law;
- h) A bankruptcy order is made against that person;
- i) A registered medical practitioner who is treating that person gives a written opinion to FOLP C.I.C. stating that the person has become physically or mentally incapable of acting as a Director and may remain so for more than three months;
- j) 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.

#### **Removal of a Director**

**95. A Director may be expelled from office by a resolution of FOLP C.I.C.** stating that it is in the best interests of FOLP C.I.C. that her/his office is terminated. A resolution to remove a Director from office may only be passed if:

- a) The Director has been given at least 21 days' notice in Writing of the general meeting at which the resolution to remove them from office will be proposed and the reasons why it is to be proposed; and
- b) The Director or, at the option of the Director, the Directors representative (who need not be a Member of FOLP C.I.C.) has been allowed to make representations to the general meeting.

#### **SECRETARY**

**96. The Board of Directors shall appoint a Secretary of FOLP C.I.C.** for such term and at such remuneration and upon such conditions as they think fit. Any Secretary so appointed may also be removed by them.

**97.** A provision of the Companies Acts or these Articles requiring or authorising a thing to be done by or to a Director and the Secretary shall not be satisfied by its being done by or to the same person acting in both capacities.

## REGULATIONS

98. FOLP C.I.C. in a general meeting or the Board of Directors may from time to time make, adopt and amend such Regulations in the form of bye-laws, standing orders, secondary rules or otherwise as they think fit for the management, conduct and regulation of the affairs of FOLP C.I.C. and the proceedings and powers of the Board of Directors and sub-committees. No regulation shall be made which is inconsistent with these Articles or the Companies Acts. All members of FOLP C.I.C. and the Board of Directors shall be bound by such Regulations whether or not they have received a copy of them.

## LIABILITY OF MEMBERS

99. **The liability of Members is limited to £1.** Every Member of FOLP C.I.C. undertakes to contribute to the assets of FOLP C.I.C. in the event of it being wound up while s/he/it is a Member or within one year of her/him/it ceasing to be a Member. The contribution shall be for payment of the debts and liabilities of FOLP C.I.C. contracted while s/he/it was a Member and of the costs, charges or expenses of winding up and for the adjustments of the rights of the contributories amongst themselves. **Each Member's contribution shall not exceed £1.**

## APPLICATION OF PROFIT

100. **The profit of FOLP C.I.C.** shall be applied in the following ways, in such proportions and in such manner as the general meeting shall decide from time to time:

- a) To create a general reserve for the continuation and development of FOLP C.I.C.;
- b) In accordance with FOLP C.I.C. Principle of concern for community to make payment for social, co-operative and community purposes which would further the community benefit.

## ASSET LOCK

101. In accordance with FOLP C.I.C. Principles of democratic member control and member economic participation, the **Board of Directors shall not be entitled to sell** or otherwise dispose of assets (in a single transaction or series of transactions) equivalent in value to one-third or more of the total value of the last published balance sheet of FOLP C.I.C. **without the approval of the Members by special resolution.**

102. FOLP C.I.C., being a community interest company, **shall not transfer any of its assets other than for full consideration.** Provided the condition specified in the Article immediately below is satisfied, this Article shall not apply to:

- a) The transfer of assets to any specified Asset Locked Body or (with the consent of the Regulator) to any other Asset Locked Body; and



## Friends of Lloyd Park Community Interest Company

- b) The transfer of assets made for the benefit of the community other than by way of a transfer of assets to an Asset Locked Body.
103. The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the Memorandum and Articles of FOLP C.I.C.
104. If FOLP C.I.C. is wound up under the Insolvency Act 1986; and all its liabilities have been satisfied then any residual assets shall be given or transferred to the Asset Locked Body specified in the Article below.
105. For the purposes of the above Article the following **Asset Locked Body is specified as a potential recipient of FOLP C.I.C.s assets** under the Articles above:

Name	Friends of William Morris Gallery
Charity Registration Number (if applicable)	
Company Registration Number (if applicable)	800513
Registered Office	William Morris Gallery Forest Road Walthamstow London E17 4PP.

### **ADMINISTRATIVE ARRANGEMENTS**

#### **Means of Communication**

106. A Member may provide their consent to receive communications from FOLP C.I.C. by Electronic Means.
107. Subject to these Articles, anything sent or supplied by or to FOLP C.I.C. under the Articles may be sent or supplied in any way in which the Companies Acts provides. 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. A Director may agree with FOLP C.I.C. that notices or Documents sent to her/him in a particular way are to be deemed to have been received within a specified time or their being sent, and for the specified time to be less than 48 hours.

#### **Seal**

108. If FOLP C.I.C. has a seal, it shall only be used by the authority of the Board of Directors acting on behalf of FOLP C.I.C. Every instrument to which the seal shall be attached shall be signed by a Director and countersigned by a second Director, the Secretary, or a Member of FOLP C.I.C. appointed by the Board of Directors for the purpose.

### **Registers**

109. **The Board of Directors shall ensure accurate registers are maintained** which shall include a register of Members, a register of Directors and such other registers as required by the Acts.

#### **Register of Members**

110. **FOLP C.I.C. shall maintain a register of Members** which records their/its name, Address (in the case of a corporate body the registered office address), and the dates on which s/he/it became a Member and ceased to be a Member. A Member shall notify the Secretary of FOLP C.I.C. within seven days of any change to her/his/its name or Address.
111. An entry on the register relating to a former Member of FOLP C.I.C. may be removed from the register after the expiration of **10 years from the date** on which s/he/it ceased to be a Member.

#### **Register of Directors**

112. **FOLP C.I.C. shall maintain a register of Directors** which shall include the following particulars:
- a) Name of the Director and any former names used by her/him for business purposes;
  - b) Service address;
  - c) Country of residence;
  - d) Nationality;
  - e) Business occupation if any;
  - f) Date of birth.
113. The register of Directors shall be open for inspection to any Member of FOLP C.I.C. without charge and to any other Person on payment of such fee as may be prescribed.
114. FOLP C.I.C. shall also maintain a register of Director's residential addresses which is not available for inspection.

### **Minutes**

115. **FOLP C.I.C. shall ensure that minutes** are kept of all:
- a) Proceedings at meetings of FOLP C.I.C.; and
  - b) Proceedings at meetings of the Board of Directors and its sub-committees which include names of the Directors present, decisions made and the reasons for those decisions.

### **Accounts**

116. **The Board of Directors shall cause proper accounts** to be kept and circulated in accordance with the Companies Acts with respect to:
- a) All sums of money received and expended by FOLP C.I.C. and the matters in which the receipt and expenditure takes place;
  - b) All sales and purchases of goods by FOLP C.I.C.;
  - c) The assets and liabilities of FOLP C.I.C.
117. Proper accounts shall be deemed to have been kept if they give a true and fair record of the state of FOLP C.I.C.'s affairs and explain its transactions.
118. **The accounts shall be kept at the registered office of FOLP C.I.C.** or, subject to the Acts, at such other place or places as the Board of Directors thinks fit, and shall always be open to the inspection of all Members and other Persons authorised by FOLP C.I.C. in a general meeting.
119. The Board of Directors shall prepare and present to the Members such regular financial reports, results and cash flow predictions showing the current financial position of FOLP C.I.C. as the Members in a general meeting shall require to be laid before them.

### **Audit**

120. FOLP C.I.C. may decide if it meets the qualifying criteria to apply the small company audit exemptions. If not, at least once in every year the accounts of FOLP C.I.C. shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified auditors (or their equivalents).
121. Auditors (or their equivalents) shall be appointed and their duties regulated in accordance with the Companies Acts.

### **Borrowing from Members**

122. In accordance with FOLP C.I.C. Principle of member economic participation the interest paid by FOLP C.I.C. on money borrowed from Members shall not exceed such rate as is necessary to attract and retain the capital required to further FOLP C.I.C.s objects and purpose.

### **Social Accounting and Reporting**

123. In addition to any financial accounts required by the Companies Acts, the Members may resolve to undertake an account of the activities of FOLP C.I.C. which will endeavour to measure its co-operative, social and environmental performance using whatever methodology the Members deem appropriate. Following the completion of such an account FOLP C.I.C. shall report any findings to its Members and other stakeholders.

### **Indemnity and Insurance**

124. Subject to the following article, any Director or former Director of FOLP C.I.C. may be **indemnified out of FOLP C.I.C.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 FOLP C.I.C.;
  - b) Any liability incurred by that Director in connection with the activities of FOLP C.I.C. in its capacity as a trustee of an occupational pension scheme (as per the Act);
  - c) Any other liability incurred by that Director as an officer of FOLP C.I.C.
125. The above article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or any other provision of law.
126. **The Directors may decide to purchase and maintain insurance**, at the expense of FOLP C.I.C., for the benefit of any Director or former Director of FOLP C.I.C. in respect of any loss or liability which has been or may be incurred by such a Director in connection with their duties or powers in relation to FOLP C.I.C. or any pension fund or employees share scheme of FOLP C.I.C..

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