

The Companies Acts 1985 to 2006

**Company Limited by Guarantee and
Not Having a Share Capital**

**Articles of Association
of
The Surrey County Federation of
Women's Institutes**

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Values of the Women's Institute Organisation

1. The Women's Institute organisation is based on the ideals of fellowship, truth, tolerance and justice. With its original roots in rural and agricultural communities, it now embraces the interests of women in both rural and urban communities. All women who are interested in the values and purposes of the Women's Institute organisation may join, no matter what their views on religion or politics may be. The organisation is non-sectarian and non-party political. This does not prevent Women's Institutes from concerning themselves with matters of political and religious significance, provided the views and rights of minorities are respected and provided the organisation is never used for party-political or sectarian purposes. Women's Institutes are charitable and everything they do must be consistent with that special legal status.

Objects of the Women's Institute Organisation

2. The main purposes of the Women's Institute organisation are:
 - (a) to advance the education of women and girls for the public benefit in all areas including (without limitation):
 - i. local, national and international issues of political and social importance;
 - ii. music, drama and other cultural subjects; and
 - iii. all branches of agriculture, crafts, home economics, science, health and social welfare;
 - (b) to promote sustainable development for the public benefit by:
 - i. educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and
 - ii. promoting sustainable means of achieving economic growth and regeneration;
 - (c) to advance health for the public benefit; and
 - (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

3. In Article 2 “sustainable development” means development which meets the needs of the present generation without compromising the ability of future generations to meet their needs.
4. The Women’s Institute organisation seeks to give women the opportunity of working together through the Women’s Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women’s Institute organisation stands.

Objects of the Individual Federation

5. The objects of the Federation are to further the purposes of the Women’s Institute movement in Surrey and elsewhere.

Powers

6. To further the objects the Federation may:
 - (a) form and advise Women’s Institutes in the Federation according to the rules and regulations laid down by the National Federation;
 - (b) co-ordinate and assist the work of Women’s Institutes in the Federation;
 - (c) establish a link of mutual helpfulness between Women’s Institutes in the Federation;
 - (d) receive and consider reports from Women’s Institutes in the Federation;
 - (e) make reports and suggestions from time to time to the National Federation on issues affecting Women’s Institutes;
 - (f) promote international understanding among women and girls interested in any aspect of the values and purposes of the Women’s Institute organisation;
 - (g) organise conferences, courses of instruction, exhibitions, lectures and other educational activities;
 - (h) publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter in any medium;
 - (i) alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions (both nationally and internationally) regarding the reform, development and implementation of appropriate policies, legislation and regulations, provided that all such activities shall be confined to those which a charity governed by the law of England and Wales may properly undertake;
 - (j) raise funds by way of subscription, donation or otherwise, provided that the Federation may not undertake any substantial permanent trading activities in raising funds;
 - (k) trade in the course of carrying out the objects of the Federation (including making reasonable charges for any services) or as an ancillary activity to carrying out the objects and to incorporate any wholly owned company to carry on any such trade;

- (l) acquire any real or personal property and any rights or privileges in and over property and construct and maintain and alter any buildings;
- (m) make regulations for any property of the Federation;
- (n) subject to any consents that may be required by law, dispose of or turn to account all or any of the property or assets of the Federation;
- (o) invest the moneys of the Federation not immediately required for its objects in or upon such investments, securities or property as may be thought fit and as may be appropriate for the investment of charitable funds;
- (p) subject to any consents that may be required by law, borrow or raise and secure the payment of money;
- (q) engage and pay employees and professional or other advisers (who are not Trustees);
- (r) make reasonable provision for the payment of pensions and superannuation to or on behalf of employees and their spouses and other dependants;
- (s) establish and support other charitable organisations and subscribe, lend or guarantee money for charitable purposes connected with the charitable purposes of the Federation;
- (t) undertake and execute any charitable trusts which may lawfully be undertaken;
- (u) lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company as may be necessary or convenient for the work of the Federation;
- (v) operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- (w) amalgamate, merge or join in or with any charity having charitable objects wholly or in part similar to those of the Federation;
- (x) insure the property of the Federation against any foreseeable risk and take out any other insurance policies as are considered necessary by the Trustees to protect the Federation;
- (y) provide indemnity insurance for the Trustees in accordance with, and subject to the conditions in, Section 189 of the Charities Act 2011;
- (z) acquire or undertake all or any of the property, liabilities and engagements of charities with which the Federation may co-operate or federate; and
- (aa) do all such other lawful things as may further the objects.

Limitation on Private Benefits

7. The income and property of the Federation must be applied for the purpose of carrying out the objects of the Federation and for no other purpose and no part may be paid or transferred directly or indirectly by way of profit to the members of the Federation (and no Trustee nor any person Connected to a Trustee may be appointed to any office paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Federation), provided that:
- (a) this shall not prevent the Federation from supporting and benefiting Women's Institutes in furtherance of its objects; and
 - (b) this shall not prevent any payment in good faith by the Federation:
 - (i) of reasonable and proper remuneration to any member of the Federation (not being a Trustee or a person Connected to a Trustee) for any services rendered to the Federation;
 - (ii) of interest on money lent by any member of the Federation at a reasonable and proper rate;
 - (iii) of any reasonable and proper rent for premises let by any member of the Federation;
 - (iv) of any benefits in money or money's worth to a member of the Federation in their capacity as a beneficiary of the Federation; and
 - (v) any payment to a member of the Federation who is also a Trustee or a person Connected to a Trustee which are permitted under Article 7(c);
 - (c) any Trustee or any person Connected to a Trustee may receive the following benefits from the Federation:
 - (i) interest on money lent by any Trustee or any person Connected to a Trustee at a reasonable and proper rate;
 - (ii) any reasonable and proper rent for premises let by any Trustee or any person Connected to a Trustee;
 - (iii) any benefits in money or money's worth conferred on a Trustee or a person Connected to a Trustee in their capacity as a beneficiary of the Federation;
 - (iv) the Federation may pay reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 6(y);
 - (v) any payments or benefits conferred in accordance with the indemnity provisions set out at Article 96; and
 - (vi) reasonable and proper out-of-pocket expenses and allowances for additional expenses.

A Trustee shall be treated as receiving remuneration or other benefits in money or money's worth from the Federation if they or a person Connected to them receives such remuneration or benefit, but not otherwise.

Limited Liability

8. The liability of the members of the Federation is limited.
9. Every member of the Federation undertakes to contribute a sum, not exceeding £1, to the assets of the Federation if it is wound up during their membership, or within one year afterwards, for payment of the debts and liabilities of the Federation contracted before the time when membership ceased, for the costs, charges and expenses of winding-up the Federation, and for the adjustment of the rights of the contributories among themselves.

Membership of the Federation

Members

10. Membership of the Federation shall consist of:
 - (a) Delegates appointed in accordance with Article 11 below; and
 - (b) the Trustees of the Federation.
11. Each Women's Institute in the Federation shall appoint an equal number of Delegates (the number being determined from time to time by the Council) to be its members of the Federation and to represent the Women's Institute.
 - (a) The names of the Delegates, the names of the Women's Institute and the fact that they are its representatives shall be entered in the register of members.
 - (b) Any Women's Institute may replace a Delegate by notice in writing to the Federation without it being necessary for the Delegate to give notice to the Federation of her resignation. Replacement takes effect when the notice from the Women's Institute is received at the Office or by the Secretary (whichever is earlier).
12. A Women's Institute in the Federation may, with the approval of the National Federation given in accordance with the WI Constitution, withdraw its Delegates in order to appoint Delegates to a neighbouring Federation of easier access and a Women's Institute outside the Federation may similarly appoint Delegates to the Federation.

Termination of Membership

13. The membership of a Delegate and the right of a Women's Institute to appoint a Delegate terminates if the Women's Institute is closed or suspended in accordance with the WI Constitution but if a suspended Women's Institute is revived so is its right to appoint a Delegate.
14. The membership of a Trustee terminates on her ceasing to be a member of the Board of Trustees.

Subscriptions

15. The Federation shall levy subscriptions from Women's Institutes in the Federation at such rates and at such times as the National Federation may determine in accordance with the Articles of Association of the National Federation.

Members' Meetings

Federation Council

16. The members of the Federation are known as the Council. Meetings of the Council are the equivalent of general meetings of the Federation.

Annual General Meetings

17. The Federation must hold an Annual General Meeting once in each calendar year in addition to any other meetings in that year.
 - (a) Not more than fifteen months may elapse between the date of one Annual General Meeting and the next.
 - (b) The Board of Trustees will decide where and when an Annual General Meeting will be held.

Other general meetings

18. The Board of Trustees may call general meetings at any time and a general meeting must be called in accordance with the Act on a requisition by five per cent of the members of the Federation.

Notice of General Meetings

19. At least 14 clear days' notice of general meetings (including Annual General Meetings) must be given but shorter notice may be given if so agreed by at least ninety per cent of the members entitled to attend and vote.

Contents of notice

20. Notice for any general meeting must specify the day, time and place of the meeting and the general nature of the business to be transacted.
 - (a) A notice of an Annual General Meeting must specify that it is an Annual General Meeting.
 - (b) If a special resolution is to be proposed, the notice must contain a statement to that effect and set out the precise wording of the special resolution.
 - (c) In every notice calling a general meeting there must appear with reasonable prominence a statement informing members of the Federation of their rights to appoint another person as their proxy at general meetings.

Service of Notice

21. Notice of general meetings must be given to every Delegate, every Trustee, every WI Adviser and the auditors (if any) of the Federation.

Failure to give Notice

22. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice will not invalidate the proceedings at the meeting.

Attendance

23. The following persons are entitled to attend and speak at general meetings:
 - (a) Delegates and their proxies;
 - (b) Trustees and their proxies;
 - (c) WI Advisers; and
 - (d) any other person who may be given the right of attendance by the Board of Trustees.

Submission of resolutions

24. Women's Institutes in the Federation, the Board of Trustees or individual Trustees may submit resolutions in accordance with the bye-laws of the Federation.

Quorum

25. No business may be transacted at a meeting unless a quorum is present. A quorum is present when one fifth of the Delegates and Trustees are present (in person or by proxy).
26. If such a quorum is not present within half an hour from the time appointed for the meeting then:
 - (a) if the meeting was called on the requisition of members of the Federation it will be dissolved;
 - (b) if the meeting was called by the Board of Trustees it must be adjourned to such other day, time and place as the Board of Trustees may decide. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present (in person or by proxy) and entitled to vote will be a quorum.

Chairmanship

27. General meetings shall be chaired by the following, in the order of priority set out below:
 - (a) the Chairman if she is present within fifteen minutes after the time appointed for holding the meeting and willing to act;

- (b) any Vice Chairman present within fifteen minutes after the time appointed for the meeting and willing to act (and if there is more than one Vice Chairman so present and willing the other Trustees present shall decide which of them shall chair the meeting);
 - (c) any other Trustee elected by the Trustees present, and if there is only one Trustee present and willing to act, she shall be chairman of the meeting.
28. If no Trustee is willing to act as chairman, or if no Trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman (and for the avoidance of doubt a proxy who is not a member of the Federation may not be appointed as chairman under this Article 28).

Adjournment

29. The chairman of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business may be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.
30. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice must be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it is not necessary to give any such notice.

Voting Procedures

31. Subject to the provisions of the Act a resolution shall be passed at a general meeting of the Federation by simple majority of the votes cast.
32. A resolution put to the vote of a meeting will be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a ballot is duly demanded. Subject to the provisions of the Act, a ballot may be demanded:
- (a) by the chairman of the meeting;
 - (b) by five persons having the right to vote on the resolution at the meeting; or
 - (c) by persons representing not less than ten per cent of the rights to vote on the resolution.
33. Unless a ballot is duly demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
34. The demand for a ballot may be withdrawn before the ballot is taken, but only with the consent of the chairman of the meeting. If a demand for a ballot is withdrawn the result of a show of hands declared before the demand was made is valid.

35. A ballot must be taken as the chairman of the meeting directs and she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the ballot. The result of the ballot is deemed to be the resolution of the meeting at which the ballot was demanded.
36. A ballot demanded on the election of a chairman or on a question of adjournment must be taken forthwith. A ballot demanded on any other question may be taken forthwith or at such time and place as the chairman of the meeting directs provided this is within thirty days of the ballot being demanded.
37. No notice need be given of a ballot not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice must be given specifying the time and place at which the ballot is to be taken.
38. No accidental irregularity in the qualification of those attending the meeting or the procedures at the meeting (including voting in a ballot) will invalidate the proceedings.

Votes of Members

39. No Delegate may vote on behalf of a Women's Institute at any general meeting if that Women's Institute has failed to make any payment to the Federation which it should have made.
40. Every vote cast at a meeting or adjourned meeting is valid unless an objection to the qualification of a voter is raised and allowed at the meeting or adjourned meeting. Any such objection is to be referred to the chairman of the meeting whose decision shall be final and conclusive.

Proxies

41. A member of the Federation may appoint another person as her proxy to exercise all or any of her rights to attend and speak and vote at a general meeting of the Federation.
 - (a) The appointment of a proxy (and any revocation of an appointment) must be in writing and delivered to the Federation before the commencement of the meeting.
 - (b) In the case of a Delegate the appointment of a proxy (and any revocation of an appointment) may be signed or authenticated by or on behalf of the Delegate or the Women's Institute she represents, and in the event of a conflict between an appointment by a Delegate and an appointment by the Women's Institute she represents the appointment by the Women's Institute shall take priority.
 - (c) A person who is entitled to attend, speak or vote at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy appointment has been delivered to the Federation by or on behalf of that person. If the person casts a vote in such circumstances, any vote cast by the proxy appointed under the proxy appointment is not valid.

Federation's Fares Pool

42. The cost of fares of Delegates attending meetings of the Federation Council may be shared by the Federation and Women's Institutes in the Federation if the Board of Trustees so decides.

Board of Trustees

Number of Trustees

43. Unless otherwise decided by resolution of the Council the Board of Trustees shall consist of at least eight and not more than fifteen elected Trustees who shall be elected in accordance with Articles 44 to 47 below. The elected Trustees may co-opt additional members (up to one third of their own number) in accordance with Article 49.
44. Any member of a Women's Institute which appoints Delegates to the Federation, who has paid her subscription for the current year, may be elected or co-opted as a Trustee provided that she is not a member of the Board of Trustees of another Federation and provided she is not an employee of the Federation.

Appointment of Trustees

45. The elected Trustees shall be elected by a vote conducted by post, or by such other means (including electronic means) as the Board of Trustees may determine, with each Women's Institute having one vote. The vote shall be conducted prior to each Annual General Meeting and the results of the vote shall be announced prior to or at the Annual General Meeting.
46. No person may be elected or re-elected as an elected Trustee unless she has been nominated by a Trustee or by a Women's Institute in the Federation, both of whom may submit nominations up to the number of places to be filled.
47. The Secretary shall invite Women's Institutes in the Federation and Trustees to submit nominations specifying the date by which they must be received by the Secretary. All nominations must be in writing together with the name of the Women's Institute or Trustee submitting the nomination. Following receipt of a nomination, the Secretary will seek the nominee's consent in writing.
48. The Board of Trustees may appoint a person to fill any vacancy among the elected Trustees. The Trustee so appointed will be treated as an elected Trustee for the purposes of Articles 43 and 49 and will hold office until the next election.
49. The elected Trustees may co-opt one or more additional Trustees to hold office until the next election provided that the Trustees so co-opted do not exceed one third of the number of elected Trustees.

Term of Office

50. All Trustees must retire from office after the first Annual General Meeting and after every subsequent alternate Annual General Meeting as soon as the results of the election of the Trustees are formally announced by the Secretary.

51. Subject as aforesaid and to any bye-laws of the Federation made under Article 76 restricting eligibility, a Trustee who retires at an Annual General Meeting may, if willing to act, be re-elected. If she is not re-elected, she will retain office until the formal announcement of the election results by the Secretary. The bye-laws may not include restrictions on the maximum term of office that may be served by a Trustee.

Disqualification and Removal of Trustees

52. The office of a Trustee shall be vacated if:
- (a) she ceases to be a company director by virtue of any provision of the Companies Act 2006 or she becomes prohibited by law from being a director; or
 - (b) she is disqualified under the Charities Act 2011 from acting as a trustee of a charity; or
 - (c) she becomes bankrupt or makes any arrangement or composition with her creditors generally; or
 - (d) the Trustees reasonably believe she has become physically or mentally incapable of managing her own affairs and they resolve that she be removed from office; or
 - (e) she resigns her office by notice to the Federation; or
 - (f) she ceases to be a member of a Women's Institute in the Federation; or
 - (g) she fails to attend a meeting of the Board of Trustees for three consecutive meetings unless the Trustees otherwise decide.

Officers

53. The honorary officers of the Federation shall be a Chairman, a Treasurer and one or more Vice Chairmen (up to three in number).
54. The Board of Trustees shall elect the Chairman, Vice Chairmen and Treasurer from its members and may at any time terminate the appointment of any office holder. Unless their office is terminated by the Board of Trustees the Chairman, Vice Chairmen and Treasurer will hold office until the close of the next Annual General Meeting following their election.
55. The Board of Trustees may appoint (and may remove) either:
- (a) a Secretary who is a Trustee; or
 - (b) a Secretary who is not a Trustee and who may be appointed on such terms and conditions including remuneration as the Board of Trustees thinks fit.
56. If there is no Secretary:
- (a) anything authorised or required to be given or sent to, or served on, the Federation by being sent to its Secretary may be given or sent to, or served on, the Federation itself, and if addressed to the Secretary shall be treated as addressed to Federation; and

- (b) anything else required or authorised to be done by or to the Secretary of the Federation may be done by or to a Trustee, or a person authorised generally or specifically in that behalf by the Trustees.

Powers of Board of Trustees

- 57. Subject to the provisions of the Act and the Articles, the business of the Federation shall be managed by the Board of Trustees who may exercise all the powers of the Federation.
 - (a) The Board of Trustees are the charity trustees of the Federation as defined in the Charities Act 2011.
 - (b) No alteration of the Articles shall invalidate any prior act of the Board of Trustees which would have been valid if that alteration had not been made.
 - (c) The powers given by this regulation shall not be limited by any special power given to the Board of Trustees by these Articles and a meeting of the Board of Trustees at which a quorum is present may exercise all powers exercisable by the Board of Trustees.
- 58. The Board of Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Federation for such purposes and on such conditions as they determine.

Delegation of Trustees' Powers

- 59. The Board of Trustees may delegate any of its powers or the implementation of any of its resolutions to any sub-committee consisting of such persons as the Board of Trustees may determine.
 - (a) The resolution making that delegation shall specify the financial limits within which any committee shall function.
 - (b) The chairman of each sub-committee, or her appointed deputy, shall report the proceedings of each meeting of the sub-committee to the Board of Trustees.
 - (c) Any decision taken by any such committee which relates to the expenditure of funds must first be approved by the Board of Trustees before it takes effect.
 - (d) All delegations under this Article shall be revocable at any time.
 - (e) The Board of Trustees may make such regulations and impose such terms and conditions and give such mandates to any such sub-committee or sub-committees as it may from time to time think fit.
 - (f) The meetings and proceedings of any sub-committee shall be governed by the provisions of these Articles regulating the meetings and proceedings of the Board of Trustees so far as the same are applicable and are not superseded by any regulations made by the Board of Trustees.

Trustees' Expenses

- 60. The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of the Board of Trustees,

sub-committees or general meetings or otherwise in connection with the discharge of their duties.

Proceedings of Trustees

61. Subject to the provisions of the Articles, the Board of Trustees may regulate their proceedings as they think fit.
 - (a) Three Trustees may, and the Secretary at the request of three Trustees must, call a meeting of the Board of Trustees.
 - (b) Notice of every meeting of the Board of Trustees stating the general particulars of all business to be considered at the meeting shall be given to each Trustee at least seven clear days (excluding Saturdays, Sundays and Public Holidays) before the meeting unless urgent circumstances require shorter notice. Notice may be given by hand, by post or by electronic means (including by telephone) and need not be in writing.
 - (c) The proceedings of any meeting shall not be invalidated by any irregularity in respect of the notice of the meeting or by reason of any business being considered which is not comprised in the general particulars stated in the notice.
 - (d) Questions arising at a meeting shall be decided by a simple majority of the votes cast. In the case of an equality of votes, the chairman of the meeting has a second vote (unless they were appointed under Article 65(c)).
62. The Board of Trustees must meet at least five times in the year.
63. The quorum at meetings of the Board of Trustees is three or one third of the Trustees (rounded up) if that is greater than three.
64. The Trustees may act notwithstanding any vacancies in their number but, if their number falls below the quorum, they may only act to increase their number.
65. Meetings of the Board of Trustees shall be chaired by the following, in the order of priority set out below:
 - (a) the Chairman if she is present within fifteen minutes after the time appointed for holding the meeting and willing to act;
 - (b) any Vice Chairman present within fifteen minutes after the time appointed for the meeting and willing to act (and if there is more than one Vice Chairman so present and willing the other Trustees present shall decide which of them shall chair the meeting);
 - (c) any other Trustee appointed by the Trustees present.
66. Every vote or action taken by the Board of Trustees or committee or a person acting as a Trustee is valid even though it is later discovered that there was some irregularity in the appointment of one or more of the Trustees or committee members.
67. A meeting may be held by telephone, or by any other electronic means, provided that all participating Trustees may hear and be heard by all the other participants.

68. A decision is taken in accordance with this Article 68 when all of the Trustees indicate to each other by any means (including without limitation by electronic means) that they share a common view on a matter.
- (a) Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
 - (b) A decision which is made in accordance with this Article 68 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:
 - (i) approval from each Trustee must be received by one person being either such person as all the Trustees have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;
 - (ii) following receipt of responses from all of the Trustees, the Recipient must communicate to all of the Trustees (by any means) whether the resolution has been formally approved by the Trustees in accordance with this Article 68;
 - (iii) the date of the decision shall be the date of the communication from the Recipient confirming formal approval; and
 - (iv) the Recipient must prepare a minute of the decision in accordance with Article 72.

Conflicts of Interest

69. If a Trustee has a personal interest in a matter to be discussed at a meeting, or has an interest in another organisation whose interests are reasonably likely to conflict with those of the Federation in relation to the matter, she must:
- (a) declare the interest before discussion begins on the matter;
 - (b) if the matter concerns the personal financial interests of the Trustee or a person Connected to her, the Trustee may not participate in the discussions, vote or form part of the quorum in relation to the matter.
70. However, Article 69(b) does not apply if the matter to be discussed concerns:
- (a) conferring benefits which are available to all of the beneficiaries of the Federation on the same terms;
 - (b) general issues surrounding trustee indemnity insurance for the Board of Trustees; or
 - (c) general issues surrounding Trustees' expenses.

In these situations the Trustee concerned may participate in the discussion, vote and form part of the quorum in relation to the matter.

71. The Trustees must cause a register of Trustees' interests to be kept.

Minutes

72. The Board of Trustees must ensure that proper minutes are kept:
- (a) of all appointments of officers made by the Board of Trustees; and
 - (b) of all proceedings at meetings of the Council and of the Board of Trustees, and of sub-committees, including the names of the Trustees and others present at each such meeting;
- and any minute purported to be signed by the chairman of the meeting at which the proceedings were held, or by the chairman of the next succeeding meeting, shall be sufficient evidence of the proceedings.

Finance

73. The Board of Trustees must open a bank account in the name of the Federation and authorise at least three persons to sign cheques and authorise payments on behalf of the Federation. All cheques or other payments drawn on the account must be signed or authorised by at least two authorised persons.
74. The Treasurer must keep proper accounts of the finances of the Federation. A statement of the accounts for the past financial year must be independently examined or (if so required by law) audited. The accounts (independently examined or audited as appropriate) shall be presented by the Board of Trustees to the Council at the Annual General Meeting.
75. Members of the Federation may inspect the statutory books and accounting records of the Federation during usual business hours unless restrictions on access are imposed by resolution of the Council. Any restrictions which are imposed must be reasonable.

Bye-Laws

76. The Federation may make, repeal or alter bye-laws by a resolution passed by two-thirds of the Council present and voting at an Annual General Meeting or another general meeting called for the purpose.
- (a) The proposed bye-laws or resolution for the repeal or amendment of any such bye-laws must be sent to each Women's Institute in the Federation, each Trustee and each WI Adviser together with the notice calling the meeting.
 - (b) No bye-law, repeal or amendment will be valid if it conflicts with the Articles of Association of the National Federation or these Articles.
 - (c) Before being put into action, a bye-law, or any resolution for the repeal or amendment of a bye-law, must first be approved by the Board of Trustees of the National Federation.

Membership of the National Federation

77. On incorporation the Federation will become a member of the National Federation and be entitled to appoint Federation Representatives to the National Federation and shall henceforward be bound by and comply with the Articles of Association for the time being of the National Federation.

78. The Federation may not carry out any policy which is in any way contrary to the policy of the National Federation.
79. The Federation must obtain the sanction of the Board of Trustees of the National Federation before affiliating to the county or central headquarters of any organisation outside the National Federation.
80. The Federation must furnish membership and other financial and statistical returns and reports of meetings to the National Federation whenever it is required to do so.
81. The Federation must make reasonable efforts to ensure that its representatives attend meetings of the National Council.

Pooling of Fares

82. The cost of fares of Federation Representatives (and their deputies) and WI Link Delegates and Proxies attending meetings of the National Federation shall be shared by all Federations and Women's Institutes in such manner as the Board of Trustees of the National Federation may decide.

NFWI Associates

83. The Federation will admit any NFWI Associate who resides in the area of the Federation to events organised by the Federation as though she were a WI Member.
84. Any dispute concerning the status of an NFWI Associate is to be decided by the National Federation Board of Trustees.

Communications

85. Any notice to be given to or by any person or persons to the Articles must be in writing (with the exception of a notice calling a meeting of the Board of Trustees, which need not be in writing).
86. Notice of meetings and any other documents or information (including reports and accounts) may be sent to Women's Institutes in the Federation, Delegates, WI Advisers and Trustees by hand, by post or by such electronic means (such as by email or via a website) as the Board of Trustees decides, subject to safeguards set out in the bye-laws made under Article 76. In the case of electronic communications, the recipient must have given their prior agreement (either generally or specifically) to receiving communications electronically (or the recipient may be deemed to have so agreed under the Act), provided that in relation to documents or information which are not authorised or required by the Act to be sent or supplied by the Federation, the Board of Trustees may decide, subject to safeguards set out in the Bye-laws made under Article 76, what level of agreement (if any) is required from the recipient.
87. A person present at a meeting of the Federation shall be deemed to have received notice of the meeting and the purposes for which it was called.
88. Where any notice, document or information is sent or supplied by the Federation to its members:

- (a) where it is sent by post it is deemed to have been received 48 hours (including Saturdays, Sundays, and Public Holidays) after it was posted;
 - (b) where it is sent or supplied by electronic means, it is deemed to have been received on the same day that it was sent;
 - (c) where it is sent or supplied by means of a website, it is deemed to have been received:
 - (i) when the material was first made available on the website; or
 - (ii) if later, when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.
89. Subject to the Act, a Trustee or any other person (other than in their capacity as a member of the Federation) may agree with the Federation that notices or documents sent to that person in a particular way are deemed to have been received within a specified time, and for the specified time to be less than 48 hours.
90. Where any document or information has been sent or supplied by the Federation by electronic means and the Federation receives notice that the message is undeliverable:
- (a) if the document or information has been sent to a member of the Federation or to a Trustee and is notice of a general meeting of the Federation, the Federation is under no obligation to send a hard copy of the document or information to the member's or Trustee's postal address as shown in the Federation's register of members or Trustees, but may in its discretion choose to do so;
 - (b) in all other cases, the Federation shall send a hard copy of the document or information to the member's postal address as shown in the Federation's register of members (if any), or in the case of a recipient who is not a member of the Federation, to the last known postal address for that person (if any); and
 - (c) the date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of hard copies.
91. Copies of the Federation's annual accounts and reports need not be sent to a person for whom the Federation does not have a current address.
92. Notices of general meetings need not be sent to a member of the Federation who does not register an address with the Federation, or who registers only a postal address outside the United Kingdom, or to a member for whom the Federation does not have a current address.

Alteration of the Articles

93. The name of the Federation and/or these Articles of Association may be amended by a special resolution of the Federation passed at a meeting called for that purpose, provided that:
- (a) any special resolution to amend the name of the Federation must first have been approved by the Board of Trustees of the National Federation;

- (b) any special resolution to amend the Articles must first have been approved at a Companies Act Meeting of the National Federation by a resolution passed by two-thirds of the votes cast;
- (c) no amendment to the Articles may be further amended until three years have expired unless a resolution to effect such an amendment has first been proposed at a Companies Act Meeting of the National Federation by the National Federation Board of Trustees or at least seven Federation Councils; and
- (d) if a proposal to amend the Articles is defeated at a Companies Act Meeting of the National Federation, neither the proposed amendment nor an amendment which in the opinion of the chair of the National Federation is similar in substance may be proposed to a Companies Act Meeting of the National Federation for three years, except by the National Federation Board of Trustees or at least seven Federation Councils.

Amalgamation

94. The Federation may amalgamate with another Federation provided that:
- (a) the consent of the Board of Trustees of each Federation to the amalgamation has first been obtained; and
 - (b) each of the Federations at a meeting of its Council attended by at least one third of the Delegates and Trustees approves by secret ballot a resolution setting out the terms of the amalgamation (including the name of the enlarged Federation) by a majority of three-quarters of the votes cast.

Winding up

95. If any property remains after the Federation has been wound up and the debts and liabilities have been satisfied it may not be paid to or distributed among the members of the Federation, but must be given to the National Federation to be applied for charitable purposes similar to the purposes of the Federation.

Indemnity

96. Subject to the provisions of the Act but without prejudice to any indemnity to which a Trustee may otherwise be entitled:
- (a) every Trustee of the Federation shall be indemnified out of the assets of the Federation against any liability incurred by her in defending any proceedings, whether civil or criminal, in which judgement is given in her favour or in which she is acquitted or in connection with any application in which relief is granted to her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Federation, and against all costs, charges, losses, expenses or liabilities incurred by her in the execution and discharge of her duties or in relation thereto; and
 - (b) every other officer of the Federation may be indemnified out of the assets of the Federation in relation to any liability incurred by him or her in that capacity.

Definitions

97. In these Articles of Association:

- (a) **“the Act”** means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Federation;
- (b) **“address”** includes a number or address used for the purposes of sending or receiving documents by electronic means;
- (c) **“Annual General Meeting”** means the annual general meeting of the Federation held in accordance with Article 17;
- (d) **“the Articles”** means the Articles of the Federation;
- (e) **“the Board of Trustees”** and **“the Trustees”** shall be the equivalent of and shall fulfil the functions of, respectively, the board and the directors of the Federation, as defined in the Act. They are the charity trustees of the Federation as defined in the Charities Act 2011;
- (f) **“Chairman”** means the Chairman of the Federation elected in accordance with Article 54;
- (g) **“clear days”** in relation to the period of a notice means 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;
- (h) **“Companies Act Meeting of the National Federation”** has the meaning given to it in the Articles of Association of the National Federation;
- (i) **“Connected”** in relation to a Trustee means:
 - (i) any spouse or civil partner or a Trustee; or
 - (ii) a person living with a Trustee as if they were their spouse or civil partner where there is any financial interdependency between that person and the Trustee;
 - (iii) any parent, child, step-child, brother, sister, grandparent or grandchild of a Trustee where there is any financial interdependency between that person and the Trustee; or
 - (iv) the spouse or civil partner of any person in (iii); or
 - (v) any person living with a person in (iii) as if they were their spouse or civil partner where there is any financial interdependency between that person and the person in (iii); or
 - (vi) any partnership or firm controlled by a Trustee; or
 - (vii) any company in relation to which a Trustee may exercise more than 20% of the voting power at a general meeting of the company;

- (j) **“the Council”** has the meaning prescribed by Article 16;
- (k) **“Delegates”** means the individuals appointed to represent a Women’s Institute in accordance with Article 11 and who shall for formal purposes (with the Trustees for the time being) be equivalent to and fulfil the functions of members of the Federation under the Act, provided that beneficial and substantial membership shall be and belong to the appointing Women’s Institute;
- (l) **“document”** includes summons, notice, order or other legal process and registers and includes, unless otherwise specified, any document sent or supplied in electronic form;
- (m) **“electronic form”** and **“electronic means”** have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
- (n) **“the Federation”** means The Surrey County Federation of Women’s Institutes;
- (o) **“Federation Representative”** means a Federation Representative of the National Federation appointed in accordance with the Articles of the National Federation to represent a Federation;
- (p) **“hard copy”** and **“hard copy form”** have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
- (q) **“the National Council”** means the National Council of the National Federation;
- (r) **“the National Federation”** means the National Federation of Women’s Institutes of England, Wales, Jersey, Guernsey and the Isle of Man, a body incorporated under the Companies Act 1985 of which the Federation is a member and to which it appoints Federation Representatives;
- (s) **“NFWI Associate”** means a NFWI Associate of the National Federation;
- (t) **“Office”** means the registered office of the Federation;
- (u) **“Public Holiday”** means Christmas Day, Good Friday and any day that is a bank holiday under the Banking and Financial Dealings Act 1971 in the part of the United Kingdom where the company is registered;
- (v) **“Secretary”** means the Secretary of the Federation (if any);
- (w) **“WI Adviser”** means an individual appointed by the National Federation on the recommendation of a Federation to support Women’s Institutes and who has the powers and functions conferred on her by a Federation’s constitution or otherwise by a Federation;
- (x) **“the WI Constitution”** means the constitution and rules laid down from time to time by the National Federation for local associations within the Women’s Institute movement;
- (y) **“WI Member”** means a member of a Women’s Institute;

- (z) **“Women’s Institute”** means an association of women established in accordance with the WI Constitution and **“Women’s Institutes in the Federation”** means Women’s Institutes entitled to appoint Delegates to the Federation in accordance with these Articles;
 - (aa) **“WI Link Delegate”** refers to a representative appointed in accordance with the Articles of Association of the National Federation to represent Women’s Institutes at Annual Meetings of the National Federation; and
 - (bb) **“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.
98. Subject to Article 99, references in the Articles to any legislation include a reference to that legislation as re-enacted or amended from time to time and to any subordinate legislation made under it.
99. Unless the context otherwise requires, words or expressions contained in the Articles which are not defined in Article 97 above bear the same meaning as in the Companies Act 2006 as in force on the date when the Articles became binding on the Federation.