



الفنار  
Alfanar

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**Written Minutes**  
**Of**  
**The Board of Directors of**  
**Alfanar ("the Charity")**  
**Charity Registration number: 1105048**  
**Circulated on the 9 June 2017**

At a Board meeting held on the 9th June 2017 at EnQuest, Cunard House, 15 Regent Street, London SW1Y 4LR, the directors of the Charity RESOLVED to a change the Articles of Association to bring them in line with Charity Commission regulations, as agreed by the Chair of the meeting.

Signed:

Name: Amjad Bseisu

Date:

21/8/2017

SATURDAY



\*R6XKM7ND\*  
RM 13/01/2018 #80  
COMPANIES HOUSE

COMPANY NOT HAVING A SHARE CAPITAL  
Articles of Association for a Charitable Company  
Articles of Association of Alfanar (Company Number 05141908)

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1. The company's name is Alfanar (and in this document it is called the 'charity').

*Interpretation*

2. In the articles:

'**address**' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

'**the articles**' means the charity's articles of association;

'**the charity**' means the company intended to be regulated by the articles;

'**clear days**' in relation to the period of a notice means a period excluding:

- a. the day when the notice is given or deemed to be given; and
- b. the day for which it is given or on which it is to take effect;

'**the Commission**' means the Charity Commission for England and Wales;

'**Companies Acts**' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

'**connected person**' as used in articles 12 - 16, 18 and 96 means:

- a. a child, parent, grandchild, grandparent, brother or sister of the director;
- b. the spouse or civil partner of the director or of any person falling within sub-article (a) above;
- c. a person carrying on business in partnership with the director or with any person falling within sub-article (a) or (b) above;
- d. an institution which is controlled:
  - i. by the director or any connected person falling within sub-article (a), (b), or (c) above; or
  - ii. by two or more persons falling within sub-article (a), when taken together; and/or

- e. a body corporate in which:

CERTIFIED A TRUE AND  
CORRECT COPY.



ALASAD BRESU  
21 AUGUST 2017

- i. the director or any connected person falling within sub-articles (a) to (c) above has a substantial interest; or
- ii. two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.

Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this definition;

**‘the directors’** means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

**‘document’** includes, unless otherwise specified, any document sent or supplied in electronic form;

**‘electronic form’** has the meaning given in section 1168 of the Companies Act 2006;

**‘the memorandum’** means the charity’s memorandum of association;

**‘officers’** includes the directors and the secretary (if any);

**‘the seal’** means the common seal of the charity if it has one;

**‘secretary’** means any person appointed to perform the duties of the secretary of the charity;

**‘the United Kingdom’** means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

#### *Liability of members*

3. The liability of the members is limited to a sum not exceeding £1, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
  - a. payment of the charity’s debts and liabilities incurred before he, she or it ceases to be a member;
  - b. payment of the costs, charges and expenses of winding up; and
  - c. adjustment of the rights of the contributories among themselves.

#### *Objects*

4. The charity’s objects (**‘Objects’**) are specifically restricted to the following:
  - a. the advancement of education and learning for the public benefit and in particular to educate men and women and young people of all ages from a broad range of geographical, ethnic, social and economic backgrounds in the Arab World (this

includes all member countries of the Arab League), to enable them to realise their full potential as individuals, within their communities and within society as a whole;

- b. to develop the capacity and skills of the members of socially and economically disadvantaged communities in countries in the Arab World (including all member countries of the Arab League) in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society,

provided always that nothing contained herein shall authorise or be deemed to authorise the carrying on of any activity for any purposes except those regarded charitable by the laws of England and Wales.

#### *Powers*

- 5. The charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- b. to provide funding and technical support to individuals, non-governmental organisations, or any other entities in the field of development working for any of the above Objects or for the development of civil society, including the advancement of legal, economic, civil and human rights;
- c. to confer and co-operate with other organisations (including charities, voluntary bodies and statutory authorities) and with individuals who are engaged in work having the same kind of Objects or objectives as the charity and to exchange information and advice with them;
- d. to receive, issue appeals for or otherwise solicit donations, grants or other funding contributions from any person or organisation for the furtherance of the Objects. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- e. to employ and remunerate such persons including volunteers, staff, consultants, agents, officers or other directors as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by articles 12 - 16 and provided it complies with the conditions in those articles;
- f. to form committees or steering groups on such terms and consisting of such persons as the charity shall in its discretion think fit to act or advise in relation to the Objects hereof;
- g. to delegate to any such officer, employee, consultant, agent or committee or to any other person or persons at any time for any period and in any manner and upon any terms whatever all or any of the administrative powers and discretions imposed on or given to the charity hereby or by law or otherwise PROVIDED THAT any person to whom and any committee to which the charity may have delegated any of the administrative powers and discretions hereby given to the charity shall keep the charity fully informed of his/her or its activities and decisions;
- h. to organise meetings, conferences, courses, lectures or seminars in such places as the charity thinks fits in pursuance of the Objects;

- i. to prepare, print, publish, distribute and commission pamphlets, brochures, promotional material, reports, papers, books or any other form of written work (whether in hard or electronic copy) and to commission and make films or video tapes, or any other form of visual aid to highlight, explain, support or report on the work of the charity;
- j. to invest and deal with the monies of the charity not immediately required for its purposes in such investments, securities or property as may be thought fit subject nevertheless to such conditions (if any) and such consents (if any) as may be imposed or required by law and in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- k. subject to such consents as may be required by law, to sell, improve, manage, develop, lease, mortgage, dispose of or otherwise deal with all or any part of the property or assets of the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011 and, if it wishes to mortgage land, with sections 124 - 126 of the Charities Act;
- l. to borrow or raise money on such terms as may be thought fit, subject nevertheless to such consents (if any) as may be imposed or required by law;
- m. subject to such consent as may be required by law, to purchase, take on lease, hire or otherwise acquire any real or personal property including any office equipment, or machinery and any rights or privileges;
- n. to give such security for sums borrowed or liabilities incurred as may be thought fit;
- o. to draw, accept, endorse, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the United Kingdom, the Arab World and elsewhere in the world;
- p. to apply for, register, acquire and become owners or registered proprietors of, extend or renew, whether in the United Kingdom, the Arab World or elsewhere in the world any copyrights, trade marks, proprietary marks, logos, designs, patents, patent rights, licences, or any other form of intellectual property whatsoever and to alter, modify, use, turn to account and grant licences or privileges in respect of the same;
- q. to establish, grant, regulate and discontinue licences, franchises and agencies and to undertake and transact in all kinds of agency, licence agreement and franchise business with any other company or body whatsoever in the United Kingdom, the Arab World or elsewhere in the world having objects or purposes wholly or partially similar to those of the charity including the receipt or payment of licence fees, service charges or otherwise;
- r. to establish and support or aid in the establishment or support of any charitable company, association, institution or body in the United Kingdom, the Arab World or elsewhere and to subscribe or guarantee money or funding for charitable purposes;
- s. to establish, set up, promote, cooperate with, amalgamate or enter into partnership or any joint purpose with, become a sole or joint member of or subscriber to, or assist by advice or by the grant of loans, donations or gifts or otherwise, any other company,

association, institution or body whatsoever and whether established or incorporated in the United Kingdom, the Arab World or elsewhere in the world having objects or purposes wholly or partially similar to those of the charity or being wholly owned by any company having such objects or purposes;

- t. to foster mutual support, cooperation and cohesion among any other companies, associations, institutions or bodies in the United Kingdom, the Arab World, or elsewhere in the world having objects or purposes wholly or partially similar to those of the charity and to give a common sense of direction to those other companies, associations, institutions or bodies;
- u. to identify opportunities in the United Kingdom, the Arab World or elsewhere in the world for the charity and any other companies, associations, institutions or bodies having objects or purposes wholly or partially similar to those of the charity;
- v. to establish uniform, professional and quality standards in the performance of any of the Objects and to ensure compliance with such standards;
- w. to promote the national and international standing of the charity and any other company, association, institution or body in the United Kingdom, the Arab World, or elsewhere in the world having objects or purposes wholly or partially similar to those of the charity;
- x. to levy and collect from any other company, association, institution or body in the United Kingdom, the Arab World, or elsewhere in the world having objects or purposes wholly or partially similar to those of the charity, such charges as the charity may deem appropriate for the furtherance of any of the forgoing objectives;
- y. to lend and advance money, invest or give credit on any terms and with or without security to any person, organisation, or company (including any holding company or subsidiary of any other company) having objects or purposes wholly or partially similar to the charity;
- z. to guarantee or otherwise support or secure, either with or without the charity receiving any consideration and whether by personal covenant or mortgaging all or part of the property, assets, and revenues (present and future) of the charity, the performance of the liabilities and obligations of and the repayment or payment of any moneys by any person, organisation or company, including (but not limited to):
  - i. any liabilities or obligations, and the repayment or payment of any moneys by any company which is for the time being or is likely to become a subsidiary of the charity or a company having objects or purposes wholly or partially similar to the charity; and
  - ii. the repayment or payment of the principal amounts of, and premiums in respect of, interest and dividends on, any borrowings;
- aa. to control, manage, finance, subsidise, coordinate or otherwise assist any company which is a subsidiary of the charity or which has objects or purposes wholly or partially similar to the charity, and to provide secretarial, administrative, technical, commercial and other consultancy services and facilities of all kinds for any such company or

companies and to make payments by way of financial assistance or otherwise and any other arrangements which may seem to be desirable with respect to any business or operations of or generally with respect to any such company or companies;

- bb. in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011, to provide indemnity insurance to cover the liability of all or any of the director(s) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the charity; provided that any such insurance shall not extend to any claim arising from any act or omissions which the director(s) knew to be a breach of trust or breach of duty or which was committed by the director(s) in reckless disregard of whether or not it was a breach of trust or duty and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against any or all of the directors in any or all of their capacity as director(s) of the charity;
- cc. to do all such other lawful things as are necessary or incidental to or expedient in the attainment or furtherance of the Objects of the charity or any one or more of them; and/or
- dd. to do all or any of the above things in any country or place, and either as principals, agents, trustees, contractors or otherwise, and either alone or in conjunction with others, and either by or through agents, sub-contractors, trustees or others, including but not limited to persons, non-governmental organisations or companies involved by way of example (but not limited to) in micro-credit project, handcrafts project, or any other community based projects.

*Application of income and property*

- 6. The income and property of the charity shall be applied solely towards the promotion of the Objects.
- 7. A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- 8. A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- 9. A director may receive an indemnity from the charity in the circumstances specified in article 111.
- 10. A director may not receive any other benefit or payment unless it is authorised by articles 12 - 16.
- 11. Subject to articles 12 - 16, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:
  - a. a benefit from the charity in the capacity of a beneficiary of the charity;

- b. reasonable and proper remuneration for any goods or services supplied to the charity.

*Benefits and payments to charity directors and connected persons*

*General Provisions*

12. No director or connected person may:

- c. buy any goods or services from the charity on terms preferential to those applicable to members of the public;
- d. sell goods, services, or any interest in land to the charity;
- e. be employed by, or receive any remuneration from, the charity; or
- f. receive any other financial benefit from the charity;

unless the payment is permitted by article 14, or authorised by the court or the prior written consent of the Charity Commission has been obtained.

13. In article 12 '**financial benefit**' means a benefit, direct or indirect, which is either money or has a monetary value.

*Scope and powers permitting directors' or connected persons' benefits*

14. A director or connected person may:

- a. receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the directors do not benefit in this way;
- b. enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011;
- c. Subject to article 15, a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person;
- d. receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate);
- e. receive rent for premises let by the director or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion;
- f. take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

*Payment for supply of goods only – controls*



15. The charity and its directors may only rely upon the authority provided by article 14(c) if each of the following conditions is satisfied:
- a. the amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods (**'the supplier'**) under which the supplier is to supply the goods in question to or on behalf of the charity;
  - b. the amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question;
  - c. the other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so;
  - d. the supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity;
  - e. the supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting;
  - f. the reason for their decision is recorded by the directors in the minute book; and
  - g. a majority of the directors then in office are not in receipt of remuneration or payments authorised by articles 12 - 16.

16. In articles 14 and 15:

- a. **'charity'** includes any company in which the charity:
  - i. holds more than 50% of the shares; or
  - ii. controls more than 50% of the voting rights attached to the shares; or
  - iii. has the right to appoint one or more directors to the board of the company; and
- b. **'connected person'** includes any person within the definition in article 2.

*Declaration of directors' interests*

17. A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

*Conflicts of interests and conflicts of loyalties*

18. If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

- a. the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- b. the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting;
- c. the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying; and
- d. in this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

#### *Members*

19. The subscriber to the memorandum shall be the first member of the charity.
20. Membership is open to other individuals or organisations who:
  - a. apply to the charity in the form required by the directors; and
  - b. are approved by the directors.
21. The directors may refuse an application for membership in their sole discretion.
22. Membership is not transferable.
23. The directors must keep a register of names and addresses of the members.
24. The number of members of the company shall not exceed 40 at any given time.

#### *Classes of membership*

25. The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
26. The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
27. The rights attached to a class of membership may only be varied if:
  - a. three-quarters of the members of that class consent in writing to the variation; or
  - b. a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
28. The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

### *Termination of membership*

#### 29. Membership is terminated if:

- a. the member dies or, if it is an organisation, ceases to exist;
- b. the member resigns by 30 days' written notice to the charity unless, after the resignation, there would be less than one member;
- c. any sum due from the member to the charity is not paid in full within six months of it falling due; or
- d. the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated, provided that a resolution to remove a member from membership may only be passed if:
  - i. the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed; and
  - ii. the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

### *General meetings*

#### 30. The directors may call a general meeting at any time.

### *Notice of general meetings*

#### 31. The minimum periods of notice required to hold a general meeting of the charity are:

- a. fourteen clear days for all other general meetings; or
- b. such shorter period if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.

#### 32. The notice must:

- a. specify the date time and place of the meeting and the general nature of the business to be transacted;
- b. contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and articles 50 - 56;
- c. contain the text of any special resolutions to be proposed at the meeting; and
- d. be given to all the members and to the directors and auditors.

#### 33. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

*Proceedings at general meetings*

34. No business shall be transacted at any general meeting unless a quorum is present.
35. A quorum is one member present in person or by proxy.
36. If:
  - a. a quorum is not present within fifteen minutes from the time appointed for the meeting;  
or
  - b. during a meeting a quorum ceases to be present;the meeting shall be adjourned to such time and place as the directors shall determine.
37. The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
38. If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.
39. General meetings shall be chaired by the person who has been appointed to chair meetings of the directors. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting. If there is only one director present and willing to act, he or she shall chair the meeting. If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
40. The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned. The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution. If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
41. No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
42. Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
  - a. by the person chairing the meeting; or
  - b. by at least two members present in person or by proxy and having the right to vote at the meeting; or
  - c. by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

43. The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded. The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.
44. A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting. If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
45. A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
46. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
47. A poll demanded:
  - a. on the election of a person to chair a meeting or on a question of adjournment must be taken immediately; and
  - b. on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs. The poll must be taken within thirty days after it has been demanded.
48. If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
49. If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

*Content of proxy notices*

50. Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which:
  - a. states the name and address of the member appointing the proxy;
  - b. identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - c. is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - d. is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
51. The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
52. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
53. Unless a proxy notice indicates otherwise, it must be treated as:

- a. allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- b. appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

#### *Delivery of proxy notices*

54. A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
55. An appointment under a proxy notice may be revoked by delivering to the charity 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 adjourned meeting to which it relates.
56. If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

#### *Written resolutions*

57. A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
  - a. a copy of the proposed resolution has been sent to every eligible member;
  - b. a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
  - c. it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
58. A resolution in writing may comprise several copies to which one or more members have signified their agreement.
59. In the case of a member that is an organisation, its authorised representative may signify its agreement.

#### *Votes of members*

60. Subject to article 25, every member, whether an individual or an organisation, shall have one vote.
61. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
62. Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity. The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The

representative may continue to represent the organisation until written notice to the contrary is received by the charity. Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

#### *Directors*

63. A director must be a natural person aged 16 years or older.
64. No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 74.
65. The minimum number of directors shall be one and the maximum number of directors shall be fifteen.
66. The first directors shall be those persons notified to Companies House as the first directors of the charity.
67. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

#### *Powers of directors*

68. The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
69. No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
70. Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

#### *Retirement of directors*

71. A director shall serve for an initial three (3) year term, which may be renewed by decision of the directors for up to four (4) additional consecutive three (3) year terms, up to a total of 15 consecutive years. Notwithstanding the latter rule, the directors may adopt a resolution resolving that exceptional circumstances (the existence of such circumstances to be determined by the board in its sole discretion) warrant allowing a director who would otherwise be required to retire to continue serving for an additional (3) year term.
72. In the event that a director resigns from the Board and is subsequently reappointed to the Board, the time limits for service set out at article 71 shall restart. Accordingly, subject to renewal by the board, such Trustee shall be permitted to serve an additional set of five (5) consecutive three (3) year terms, up to a total of 15 consecutive years in addition to those served in accordance with article 71.

#### *Appointment of directors*

73. The charity may by ordinary resolution appoint a person who is willing to act to be a director;

#### *Disqualification and removal of directors*

74. A director shall cease to hold office if he or she:
- a. ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
  - b. is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
  - c. ceases to be a member of the charity in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
  - d. resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect);
  - e. is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated; or
  - f. is removed by a directors' resolution approved by 75% or more of the directors.

#### *Proceedings of directors*

75. The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
76. The directors shall aim to meet at least once per year.
77. Any director may call a meeting of the directors.
78. The secretary (if any) must call a meeting of the directors if requested to do so by a directors.
79. A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
80. No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
81. The quorum shall be two directors.
82. A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.
83. If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.



84. The directors shall appoint a director to chair their meetings and may at any time revoke such appointment.
85. If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.
86. The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
87. Questions arising at a meeting shall be decided by a majority of votes.
88. In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
89. A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
90. The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

#### *Delegation*

91. The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
92. The directors may impose conditions when delegating, including the conditions that:
  - a. the relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - b. no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.
93. The directors may revoke or alter a delegation.
94. All acts and proceedings of any committees must be fully and promptly reported to the directors.

#### *Validity of directors' decisions*

95. Subject to article 96, all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
  - a. who was disqualified from holding office;
  - b. who had previously retired or who had been obliged by the constitution to vacate office;
  - c. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if without:

- d. the vote of that director; and
- e. that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting.

96. Article 95 does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 95, the resolution would have been void, or if the director has not complied with article 17.

#### *Seal*

97. If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director.

#### *Minutes*

98. The directors must keep minutes of all:
- a. appointments of officers made by the directors;
  - b. proceedings at meetings of the charity; and
  - c. meetings of the directors and committees of directors including:
    - i. the names of the directors present at the meeting;
    - ii. the decisions made at the meetings; and
    - iii. where appropriate the reasons for the decisions.

#### *Accounts*

99. The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

100. The directors must keep accounting records as required by the Companies Act.

#### *Annual Report and Return and Register of Charities*

101. The directors must comply with the requirements of the Charities Act 2011 with regard to the:
- a. transmission of a copy of the statements of account to the Commission;
  - b. preparation of an Annual Report and the transmission of a copy of it to the Commission; and
  - c. preparation of an Annual Return and its transmission to the Commission.

102. The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

*Means of communication to be used*

103. Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.

104. Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

105. Any notice to be given to or by any person pursuant to the articles:

- a. must be in writing; or
- b. must be given in electronic form.

106. The charity may give any notice to a member either:

- a. personally;
- b. by sending it by post in a prepaid envelope addressed to the member at his or her address;
- c. by leaving it at the address of the member;
- d. by giving it in electronic form to the member's address; or
- e. by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a charity meeting and must specify the place date and time of the meeting.

107. A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

108. A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

109. Proof that:

- a. an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given;
- b. an electronic form of notice was given shall be conclusive where the charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

110. In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:

- a. 48 hours after the envelope containing it was posted; or
- b. in the case of an electronic form of communication, 48 hours after it was sent.

#### *Indemnity*

111. The charity shall indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006. In this article a 'relevant director' means any director or former director of the charity.

#### *Rules*

112. The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.

113. The bye laws may regulate the following matters but are not restricted to them:

- a. the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
- b. the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
- c. the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
- d. the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles; and
- e. generally, all such matters as are commonly the subject matter of charity rules.

114. The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.

115. The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.

116. The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

#### *Disputes*

117. If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

#### *Dissolution*

118. The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has

been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:

- a. directly for the Objects; or
- b. by transfer to any charity or charities for purposes similar to the Objects; or
- c. to any charity or charities for use for particular purposes that fall within the Objects.

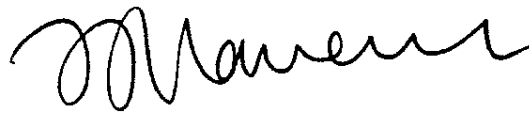
119. Subject to any resolution of the members of the charity made in accordance with article 118, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:

- a. directly for the Objects; or
- b. by transfer to any charity or charities for purposes similar to the Objects; or
- c. to any charity or charities for use for particular purposes that fall within the Objects.

120. In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 118 is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission.

TO ALL TO WHOM THESE PRESENTS SHALL COME, I  
**ANDREW JONATHAN CLAUDET** of the City of London, England  
**NOTARY PUBLIC** by royal authority duly admitted, sworn and  
holding a faculty to practise throughout England and Wales,  
DO HEREBY CERTIFY the genuineness of the signature  
subscribed to the document hereunto annexed, such  
signature being in the own, true and proper handwriting of  
**AMJAD ADNAN NUREDDIN BSEISU**, for and on behalf of  
**ALFANAR**, a United Kingdom charity duly organised and  
existing, registered with the Charity Commission for England  
and Wales under number 1105048.

IN FAITH AND TESTIMONY WHEREOF I the said notary have  
subscribed my name and set and affixed my seal of office in  
London, England this eleventh day of September in the year  
two thousand and seventeen.



TU	SAT	*A6XKCOG1*	
A12	13/01/2018	#289	
	COMPANIES HOUSE		
RM	12/12/2017	#341	
	COMPANIES HOUSE		



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