

**Company No. 8894**

**THE COMPANIES ACTS 1862 and 1985 to 1989**

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**COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL**

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**MEMORANDUM**

**AND**

**ARTICLES OF ASSOCIATION (as amended)**

**OF**

**WORKING MEN'S COLLEGE CORPORATION**

**(Incorporated the 4th day of November 1874)**

**BATES, WELLS & BRAITHWAITE  
Cheapside House  
138 Cheapside  
London EC2V 6BB**



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COMPANIES HOUSE**

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THE COMPANIES ACTS 1985 and 1989

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COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL

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MEMORANDUM OF ASSOCIATION

of

WORKING MEN'S COLLEGE CORPORATION

Preamble:

Whereas the Working Men's College Corporation was established as a company limited by guarantee and a charity.

Whereas the Working Men's College Corporation is registered with the Charity Commission with number 312803.

Whereas the Working Men's College Corporation resolved to revise its Memorandum and Articles of Association and adopt this Memorandum and Articles.

1. The name of the company (hereinafter called "the Corporation") is Working Men's College Corporation.
2. The registered office of the Corporation will be situate in England and Wales.

Objects

3. The Corporation's objects are to advance the education of the adult public by the provision of an adult educational institution.

Powers

4. In furtherance of its objects but not for any other purpose the Corporation may:-
  - (a) offer all forms of educational courses, in particular on a part-time basis;

- (b) promote, initiate, develop and carry out education and arrange and provide or assist in arranging and providing exhibitions, lectures, meetings, seminars, displays or classes;
- (c) write, make, commission, print, publish or distribute written materials, or other materials recorded in or on any format, or assist in these activities;
- (d) promote, encourage, carry out or commission research, surveys, studies or other work, publishing the useful results;
- (e) purchase, lease hire receive in exchange or as a gift any interest whatever in real or personal property and equip it for use;
- (f) subject to any consent required by law sell, manage, lease, mortgage, exchange dispose of or deal with all or any of the Corporation's property with or without payment and subject to such conditions as the Corporation may think suitable.
- (g) subject to any consent required by law borrow and raise money on such terms and security as the Corporation may think suitable;
- (h) raise funds and invite and receive contributions from any person(s) provided that the Corporation shall not undertake any permanent trading activities in raising funds;
- (i) carry on trade in the course of carrying out a primary object of the Corporation;
- (j) carry on temporary trade ancillary to carrying out the Corporation's objects;
- (k) incorporate wholly owned subsidiary companies to carry on any trade;
- (l) employ and pay employees and professional or other advisors;
- (m) grant pensions and retirement benefits to employees of the Corporation and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Corporation and their dependants;
- (n) establish, promote, support, aid, amalgamate, carry out joint ventures or co-operate with, become a part or member, affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control any charitable institutions whether corporate or unincorporate with objects similar to the Corporation's objects

and subscribe, lend or guarantee money to such charitable institutions;

- (o) undertake and execute any charitable trusts which may lawfully be undertaken by the Corporation;
  - (p) invest and deal with the Corporation's money not immediately required for its objects in or upon any investments, securities, or property;
  - (q) guarantee and become or give security for the performance of contracts by any person or company as may be necessary for the work of the Corporation;
  - (r) open and operate banking accounts and other facilities for banking and draw, accept, endorse negotiate discount issue or execute promissory notes, bills of exchange, other negotiable instruments;
  - (s) purchase or acquire or undertake all or any of the property, assets, liabilities and engagements of any charitable institutions whether corporate or unincorporate with objects similar to the Corporation's objects;
  - (t) do all such other lawful things as shall further the Corporation's objects.
5. The income and property of the Corporation shall be applied solely towards the promotion of its objects set out in this Memorandum. No part shall be paid or transferred directly or indirectly to members of the Corporation except for payment in good faith of:-
- (a) reasonable and proper wages to any employee for any services given to the Corporation and of reasonable travelling and other out of pocket expenses necessarily incurred in carrying out the duties of any member officer or employee of the Corporation provided that:
    - (i) any Governor who is also an employee of, or receives payment from, the Corporation shall withdraw from any meeting at which his or her remuneration, terms and conditions of employment, or position is under discussion; and
    - (ii) none of the Appointed Governors (as defined in the Articles of Association) shall be employees.

- (b) interest on money lent to the Corporation at a reasonable and proper rate per annum not exceeding 2% less than the published base lending rate of a clearing bank to be selected by the Governors;
  - (c) reasonable and proper rent for premises let to the Corporation;
  - (d) fees, or other benefits to any company of which a Governor is also a member holding not more than 1/100th part of the capital;
  - (e) the usual professional charges for business done by any Governor who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Corporation to act in a professional capacity on its behalf; except that at no time shall a majority of the members of the Corporation or of the Governors benefit under this provision and provided that any such member or Governor shall withdraw from any meeting at which his or her appointment or remuneration or that of his or her partner is under discussion.
6. The liability of the members is limited.
7. If the Corporation acts in contravention of Clause 5 of this Memorandum or of any such further condition, the liability of every member of the Corporation shall be unlimited.
8. Every member of the Corporation undertakes to contribute to the assets of the Corporation in the event the same being wound up during the time that he is a Member, or within one year afterwards for payment of the debts and liabilities of the Corporation contracted before the time at which he ceases to be a Member, and of the costs, charges and expenses of winding up the same and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding Five Pence, or in case of his liability becoming unlimited, such other amount as may be required in pursuance of the last preceding paragraph of this Memorandum of Association.
9. If any property remains after the Corporation has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among members of the Corporation. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those of the Corporation and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as Clause 5 of this Memorandum imposes upon the Corporation. The institution or

institutions which are to benefit shall be decided by the Governors before the time of winding up or dissolution.

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

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SIGNATURES, NAMES AND ADDRESSES OF SUBSCRIBERS

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Guarantee

1. Signature:

Name: Thomas Hughes, Barrister

Address: 9 Old Square, Lincoln's Inn

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

2. Signature:

Name: John Sherren Brewer, Preacher at the Rolls

Address: Rolls House, Chancery Lane

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

3. Signature:

Name: John Llewelyn Davies

Address: Rector of Christ Church, St Marylebone,  
18 Blandford Square NW

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

4. Signature:

Name: John Westlake, Queen's Counsel

Address: 2 New Square, Lincoln's Inn

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

5. Signature:

Name: George Tansley, Ball Furnisher

Address: 16 Wigmore Street W

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

6. Signature:

Name: Richard Buckley Litchfield, Barrister

Address: 2 Bryanston Street, Portman Square

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

7. Signature:

Name: Vernon Lushington, Queen's Counsel

Address: 21 New Street, Spring Gardens

Date: 29th October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk



8. Signature:

Name: Henry John Eastman Rawlins, Clerk Public Records  
Office

Address: 17 Woburn Place, Russell Square

Date: 29th October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

THE COMPANIES ACTS 1985 to 1989

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COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL

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ARTICLES OF ASSOCIATION  
OF  
WORKING MEN'S COLLEGE CORPORATION

Interpretation

1. In these Articles and the Memorandum of Association the following terms shall have the following meanings:-

<u>Term</u>	<u>Meaning</u>
1.1 "the Act"	the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force.
1.2 "the Appointed Governors"	the Governors (to a maximum of 16) named in Article 36.1 or appointed by the members pursuant to Article 36.2.
1.3 "the Articles"	these Articles of the Corporation.
1.4 "the Board"	the Board of Governors of the Corporation
1.5 "clear days"	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.
1.6 "Clerk"	the Clerk of the Corporation

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|------|-----------------------|--|
| 1.7  | “the College”         | Working Men’s College being the name under which the Corporation operates                        |
| 1.8  | “the College Council” | the Council established in accordance with Article 55  |
| 1.9  | “the Corporation”     | Working Men’s College Corporation  |
| 1.10 | “Elected Governors”   | the Governors (to a maximum of 6) elected or holding office in accordance with Articles 37 to 39 |
| 1.11 | “the Governors”       | equivalent to the directors as defined in the Act and includes Appointed and Elected Governors   |
| 1.12 | “members”             | members of the Corporation as defined in Article 2   |
| 1.13 | “office”              | the registered office of the Corporation.  |

Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Act but excluding any statutory modification thereof not in force when the Articles become binding on the Corporation.

### MEMBERSHIP

2. There shall be a maximum of sixteen members who shall be the same persons as the Appointed Governors. Subject to Article 3 every person who wishes to become a member shall deliver to the Corporation an application for membership in such form as the Appointed Governors require signed by him or her.
3. Membership shall not be transferable and shall cease on death. A member shall cease to be a member:-
  - (a) on the expiry of at least seven clear days’ notice given by him or her to the Corporation of his or her intention to withdraw;
  - (b) if he or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally;

- (c) or (being a corporation) it goes into liquidation otherwise than for the purpose of a solvent reconstruction or amalgamation or has an administrator or a receiver or an administrative receiver appointed over all or any part of its assets or an order is made or a resolution passed for its winding up; or
- (d) if, at a meeting of the Governors at which not less than half of the Governors are present, a resolution is passed resolving that the member be expelled. Such a resolution shall not be passed unless the member has been given not less than fourteen clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Governors;
- (e) if he or she ceases to be an Appointed Governor.

#### GENERAL MEETINGS

#### 4. Annual General Meeting

The Corporation shall hold an annual general meeting once in each calendar year. Not more than 15 months shall pass between the date of one annual general meeting and the next. It shall be held at such time and place as the Board shall think suitable.

#### 5. Other General Meetings

The Governors may call a general meeting at any time. The Governors shall call a general meeting on receiving a requisition to that effect, signed by not less than two members having the right to attend and vote at general meetings. In default, the requisitionists may call a general meeting in accordance with the Act.

#### 6. Length of Notice

6.1 Unless Clause 6.2 below applies, an annual general meeting and a general meeting called to pass a special resolution or a resolution appointing a person as a Governor shall be called by 21 clear days' written notice and any other general meeting shall be called by 14 clear days' written notice.

6.2 A general meeting may be called by shorter notice if it is so agreed:-

- (i) in the case of an annual general meeting, by all the members entitled to attend and vote at that meeting; and

- (ii) in the case of any other general meeting, by a majority of the members having a right to attend and vote at that meeting. Any such majority shall together represent not less than 95% of the total voting rights at that meeting of all the members.

7. Contents of Notice

Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. In the case of an annual general meeting, the notice shall in addition specify the meeting as such. If a special resolution is to be proposed, the notice shall contain a statement to that effect.

8. Service of Notice

Notice of general meetings shall be given to every member and to the Governors and to the auditors of the Corporation.

PROCEEDINGS AT GENERAL MEETINGS

- 9. No business shall be transacted at any meeting unless a quorum is present. Four persons entitled to vote upon the business to be transacted, each being a member or a proxy for a member or a duly authorised representative of a corporate member shall be a quorum.
- 10. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Governors may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
- 11. The Chair of the Corporation or in his or her absence the Vice-Chair or in his or her absence some other Governor shall preside as chair of the meeting.
- 12. The Chair 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 shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to

be transacted. Otherwise it shall not be necessary to give any such notice.

13. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:-

(a) by the Chair; or

(b) by at least two members having the right to vote at the meeting

and a demand by a person as proxy for a member shall be the same as a demand by the member.

14. Unless a poll is duly demanded a declaration by the Chair 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 shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

15. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

16. A poll shall be taken as the Chair directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

17. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.

18. A poll demanded on the election of the Chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chair directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

19. No notice need be given of a poll 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 shall be given specifying the time and place at which the poll is to be taken.
20. The proceedings at any meeting or on the taking of any poll shall not be invalidated by reason of any accidental informality or irregularity or any want of qualification in any of the persons present or voting.
21. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he or she was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each signed by or on behalf of one or more members.
22. Votes of members

On a show of hands every member present in person shall have one vote. On a poll every member present in person or by proxy shall have one vote.
23. No member may vote on any matter in which he or she is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person or by proxy at the meeting such permission to be given or withheld without discussion.
24. A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his or her receiver, curator bonis or other person authorised in that behalf appointed by that court and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the Governors of the authority of the person claiming to exercise the right to vote shall be deposited at the office, or at such other place as is specified in accordance with the Articles for the deposit of instruments of proxy, not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.
25. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid.

Any objection made in due time shall be referred to the Chair whose decision shall be final and binding.

26. An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointor and shall be in such form as is usual or which the Governors may approve. A member may not appoint any person to be his or her proxy who is not already a member.
27. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Governors may:-
  - (a) be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Corporation in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - (b) in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
  - (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair or to the Secretary or to any Governor;and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.
28. A person appointed a proxy shall be entitled to speak at the meeting for which he or she is appointed.
29. A proxy for a member who is entered on the register of members as being a representative of an unincorporated association or body may be appointed either by the member or by the unincorporated association or body.
30. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Corporation at the office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned



meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

### The Governors

#### 31. Number of Governors

Unless otherwise decided by ordinary resolution the maximum number of Governors shall be 22.

#### 32. Powers of Governors

Subject to the provisions of the Act, the Memorandum and the Articles and to any directions given by special resolution, the business of the Corporation shall be managed by the Governors who may exercise all the powers of the Corporation. No alteration of the Memorandum or Articles and no such direction shall invalidate any prior act of the Governors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this regulation shall not be limited by any special power given to the Governors by the Articles and a meeting of Governors at which a quorum is present may exercise all powers exercisable by the Governors. In particular the responsibilities of the Governors are:-

- (i) to fix the overall policy and direction of the Corporation taking into account the advice of the staff and the College Council;
- (ii) to set the aims and objectives of the Corporation;
- (iii) to commission and receive reports on the work of the Corporation;
- (iv) to monitor the progress of the Corporation;
- (v) to ensure that staff and volunteers are appropriately monitored and assessed;
- (vi) to ensure that the Corporation has an effective policy on health & safety;
- (vii) to ensure that the Corporation has an effective policy on disability;
- (viii) to ensure that the Corporation has an effective policy on equality of opportunity;
- (ix) to participate in negotiations with statutory and voluntary bodies;

- (x) to encourage good relations between the Corporation and the community it serves and to seek to publicise the aims and objectives of the Corporation.

In carrying out their responsibilities the Governors shall respect the intentions of the Founders of the College expressed in 1874 in the following terms: *“To place a liberal education within the reach of the working classes by carrying on “The Working Men’s College” under such conditions with respect to fees (if any) at hours as shall enable artisans and other members of the working classes to attend the instruction there given”*.

33. Appointment of Principal

The Governors shall appoint a person to serve as the Chief Executive of the College who shall have the title of Principal. The Principal shall be appointed on such terms as the Governors shall think fit and shall have such powers and duties as the Governors may assign to him from time to time.

34. Delegation of Governors’ powers

- (1) (a) The Governors may delegate any of their powers or the implementation of any of their resolutions to any committee. In particular, the Board shall establish Internal Audit and Quality Assurance committees which shall be chaired by an Appointed Governor.
- (b) The resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number).
- (c) The composition of any such committee shall be entirely in the discretion of the Governors and may include such of their number (if any) as the resolution may specify.
- (d) The deliberations of any such committee shall be reported regularly to the Governors and any resolution passed or decision taken by any such committee shall be reported forthwith to the Governors and for that purpose every committee shall appoint a secretary.
- (e) All delegations under this article shall be revocable at any time.

- (f) The Governors may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
- (g) For the avoidance of doubt the Governors may delegate any or all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Governor provided always that no committee shall incur expenditure on behalf of the Corporation except in accordance with a budget which has been approved by the Governors.
- (h) The Governors may appoint as the investment manager for the Corporation a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is either:
  - (i) an individual of repute with at least fifteen years' experience of investment management who is an authorised person within the meaning of the Financial Services Act 1986 ("FSA 1986"); or
  - (ii) a company or firm of repute which is an authorised or exempt person within the meaning of FSA 1986 otherwise than by virtue of s45(1)(j) of FSA 1986.
- (2) The Governors may delegate to an investment manager so appointed power at his or her discretion to buy and sell investments for the Corporation on behalf of the Corporation in accordance with the investment policy laid down by the Governors. The Governors may do so only on terms consistent with this article 34(h).
- (3) Where the Governors make any delegation under this article 34(h) they shall:-
  - (i) inform the investment manager in writing of the extent of the Corporation's investment powers;
  - (ii) lay down a detailed investment policy for the Corporation and immediately inform the investment manager in writing of it and of any change to it;
  - (iii) ensure that the terms of the delegated authority are clearly set out in writing and notified to the investment manager;

- (iv) ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and on the exercise by him or her of his or her delegated authority;
  - (v) take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority;
  - (vi) review the appointment at such intervals and not exceeding 24 months as they think fit; and
  - (vii) pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Governors shall decide and as are consistent with this order provided that such remuneration may include commission, fees and/or expenses earned by the investment manager if and only to the extent that such commission, fees and/or expenses are disclosed to the Governors.
- (4) Where the Governors make any delegation under this Article 34(h) they shall do so on the terms that:-
- (i) the investment manager shall comply with the terms of his or her delegated authority;
  - (ii) the investment manager shall not do anything which the Governors do not have the power to do;
  - (iii) the Governors may with reasonable notice revoke the delegation or vary any of its terms in a way which is consistent with the terms of this article 34(h); and
  - (iv) the Governors shall give directions to the investment manager as to the manner in which he or she is to report to them all sales and purchases of investments made on their behalf.
- (5)(a) The Governors may make such arrangements as they think fit for any investments of the Corporation or income from its investments to be held by a corporate body which is incorporated in England or Wales (or has established a branch or place of business in England or Wales) as the Corporation's nominee; and
- (b) Pay reasonable and proper remuneration to any corporate body acting as the Corporation's nominee in pursuance of this Article.
35. The meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of

the Governors so far as the same are applicable and are not superseded by any regulations made by the Governors.

36. Appointment and retirement of Governors

36.1 There shall be a maximum of sixteen Appointed Governors.

36.2 The Appointed Governors shall be appointed and dismissed in accordance with Article 45 by the members. In appointing the Appointed Governors the members shall seek to ensure that the Board contains an appropriate diversity of Appointed Governors.

36.3 No person other than an Appointed Governor retiring by rotation shall be appointed or reappointed an Appointed Governor at any general meeting unless:-

(a) he is recommended by the Appointed Governors; or

(b) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by an Appointed Governor has been given to the Clerk of the intention to propose that person for appointment or reappointment stating the individual's name, address, occupation and date of birth together with a notice by that person stating his or her willingness to stand.

36.4 The Appointed Governors shall be subject to the retirement by rotation provisions set out in Article 40.

37. The Elected Governors

37.1 There shall be a maximum of six Elected Governors.

37.2 Three of the Elected Governors shall be elected by the College Council in accordance with the provisions of Article 38.

37.3 Two of the Elected Governors shall be elected by certain staff of the Corporation in accordance with Article 39.

37.4 One of the Elected Governors shall be the Principal. The date of his appointment to office and the date of his removal from office shall be determined by the Appointed Governors.

37.5 The Elected Governors (other than the Principal) shall be subject to the retirement by rotation provisions set out in Article 40.

38. Election of Three Elected Governors by the Teacher and Student members of the College Council

38.1 The College Council shall each year elect up to three persons to serve as the Elected Governors referred to in Article 37. Such persons need not be members of the College Council but must not be eligible for election as a Governor under Article 39.

38.2 Such elections shall take place at a meeting of the College Council held in January each year (or such other month as the College Council and Corporation may agree) and shall be arranged and supervised by the Clerk. The elections shall be conducted by ballot. Only members of the College Council elected under Article 55(b) may vote in such elections.

38.3 No person other than an Elected Governor retiring by rotation shall be appointed or reappointed at a meeting of the College Council unless not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting of the College Council, a notice executed by a member of the College Council has been given to the Clerk of the intention to propose that person for appointment or reappointment stating the nominee's name, address, occupation and date of birth, together with a notice by the nominee of his or her willingness to be appointed or reappointed. Such notices shall be exhibited on the College's notice board.

38.4 Of the three Elected Governors elected under this Article 38:-

(a) not more than two shall be elected from among the teachers at the College and not more than one teacher from each subject area as defined in Article 57.1;

(b) not more than two shall be students at the College and not more than one student from each subject area.

Where a person is both a teacher and a student, he or she will only be eligible to be an Elected Governor from among the teachers at the College.

39. Election of Two Elected Governors by certain members of the staff

39.1 In this Article 39 the Educational Development Workers and the Co-ordinator of the Learning Support Centre are referred to as the "Education Staff" and all full and part time administrative and support staff employed by the Corporation are referred to as "Administrative Staff". Any dispute as to whether any person is or is not a member of

any category of staff shall be determined by the Appointed Governors whose decision shall be final.

- 39.2 The Board shall arrange that in those years when it is necessary for the Elected Governors to be elected under this Article 39 notice is given to all members of the Education Staff and the Administrative Staff at least fifteen days prior to the date of the Annual General Meeting of the date of that meeting.
- 39.3 Any member of the Education Staff and the Administrative Staff shall be eligible to stand as Elected Governors under this Article provided that not less than seven nor more than fourteen clear days before the date appointed for the election a notice executed by a member entitled to vote for the person wishing to stand has been given to the Clerk of the intention to propose that person for appointment or re-appointment as an Elected Governor stating the nominee's name, address, occupation and date of birth, together with a notice executed by the nominee of his or her willingness to be appointed or re-appointed. Copies of these notices shall be given to all members of staff entitled to vote in the election.
- 39.4 In elections under this Article members of staff shall have one vote each and Education Staff may vote only for Education Staff candidates and Administrative Staff may vote only for Administrative Staff candidates. The Board shall arrange for the elections under this Article to be conducted by postal ballot or a ballot at the Corporation's premises so that the results can be announced at the Annual General Meeting of the Corporation.

#### Retirement of Governors by Rotation

40. All Governors (whether Elected or Appointed) may serve for a maximum of nine years. At the first annual general meeting after the adoption of these Articles and at every subsequent annual general meeting one third of the Appointed Governors and one third of the Elected Governors elected under Article 38 or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office. The Elected Governors elected under Article 39 shall retire from office every third year. The Governors to retire by rotation in any year shall be those who have been longest in office and as between those who were last appointed on the same day those to retire shall be determined by lot.
41. No person may be appointed as a Governor:

- (a) unless he or she has attained the age of 18 years; or
  - (b) in circumstances such that had he or she already been a Governor he or she would have been disqualified from acting under the provisions of Article 45; or
  - (c) if he or she has attained the age of 70 years and any Appointed or Elected Governor who attains 70 during his or her term of office shall retire at the next annual general meeting.
42. Not less than seven nor more than twenty-eight clear days before the date appointed for holding the annual general meeting notice shall be given to all the members of any person (other than an Appointed Governor retiring by rotation at the meeting) who is recommended by the Appointed Governors for appointment or reappointment as an Appointed Governor at the meeting or in respect of whom notice has been duly given to the Corporation of the intention to propose him or her at the meeting for appointment or reappointment as an Appointed Governor. The notice shall give the particulars of that person which would, if he or she were so appointed or reappointed, be required to be included in the Corporation's register of Appointed Governors.
43. Subject to the above Articles the Corporation may by ordinary resolution appoint a person who is willing to act to be an Appointed Governor either to fill a vacancy or as an additional Appointed Governor and may also decide the rotation in which any additional Appointed Governors are to retire.
44. Subject to the above Articles, an Appointed Governor who retires at an annual general meeting may, if willing to act, be reappointed. If he or she is not reappointed, he or she shall retain office until the meeting appoints someone in his or her place, or if it does not do so, until the end of the meeting.
45. Disqualification and removal of Governors

The office of a Governor shall be vacated if:-

- (a) he or she becomes prohibited by law from being a Governor; or
- (b) he or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally; or
- (c) he or she is, or may be, suffering from mental disorder and either:-



- (i) he or she is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983, or in Scotland, an application for admission under the Mental Health (Scotland) Act 1960; or
- (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his or her detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his or her property or affairs; or
- (d) he or she resigns his or her office by notice to the Corporation (but only if at least two Governors will remain in office when the notice of resignation is to take effect); or
- (e) being an Appointed Governor he or she ceases to be a member; or
- (f) he or she is removed by a Special Resolution of the members.

46. Governors' Expenses

The Governors may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of Governors or committees of Governors or general meetings or separate meetings of the holders of debentures of the Corporation or otherwise in connection with the discharge of their duties.

47. The Officers

47.1 The officers of the Corporation shall be:-

- (a) Chair
- (b) Such number of Vice Chairs as the Governors may from time to time determine
- (c) Treasurer

47.2 Each officer shall be elected for a one year term by the Governors at the meeting which next follows the annual general meeting and shall be drawn from among the members. An officer shall be eligible for re-election. Notice of intention to nominate a member to serve as an officer

shall be signed by an Appointed Governor and served on the Clerk at the office not less than 48 hours prior to the annual general meeting.

### PROCEEDINGS OF GOVERNORS

- 48.1 Subject to the provisions of the Articles, the Governors may regulate their proceedings as they think fit. Two Governors may, and the Clerk at the request of two Governors shall, call a meeting of the Governors. Notice of every meeting of the Governors stating the general particulars of all business to be considered at such meeting shall be sent by post to each Governor at least seven clear days (excluding Saturdays, Sundays and Bank Holidays) before such meeting unless urgent circumstances require shorter notice, but the proceedings of any meeting shall not be invalidated by any irregularity in respect of such notice or by reason of any business being considered which is not comprised in such general particulars. It shall not be necessary to give notice of a meeting to a Governor who is absent from the United Kingdom.
- 48.2 Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the Chair shall have a second or casting vote. Subject to 48.3 a proposal to approve any commitment to capital expenditure or disposal of capital assets involving more than £20,000 or related commitments which aggregate more than £20,000 shall only be approved if supported by the affirmative vote of not less than two thirds of those present at the meeting.
- 48.3 This article shall not apply to buying and selling of investments in the ordinary course of managing the Corporation's investments.
- 48.4 The Board shall meet at least four times in each year. The Principal and Vice Principal of the College and Financial Controller shall be invited to attend meetings of the Board for such periods as the Governors may request but shall not vote.
49. The quorum for the transaction of the business shall be six of whom at least four must be Appointed Governors.
50. The continuing Governors or a sole continuing Governor may act notwithstanding any vacancies in their number but if and so long as the number of Governors is less than the number fixed as a quorum the Governors may act for the purpose of increasing the number of Governors to that number or of summoning a general meeting of the Corporation but for no other purpose.

51. All acts done by a meeting of Governors, or of a committee of Governors, or by a person acting as a Governor shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Governor or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Governor and had been entitled to vote.

52. A resolution in writing signed by all the Governors entitled to receive notice of a meeting of Governors or of a committee of Governors shall be as valid and effectual as if it had been passed at a meeting of Governors or (as the case may be) a committee of Governors duly convened and held and may consist of several documents in the like form each signed by one or more Governors.

53. Clerk

53.1 The Governors shall appoint a Clerk for such term , at such remuneration and upon such conditions as they may think fit. The Governors may remove the Clerk.

53.2 The Clerk shall be responsible for summoning meetings of members and the Board; preparation and circulation of agendas and papers; advice on procedures; the recording and distribution of minutes.

54. Regulations and Standing Orders

The Governors shall have power from time to time to make repeal or alter regulations and standing orders as to the management of the Corporation and its affairs, as to the duties of any officers or servants of the Corporation as to the conduct of business by the Governors or any committee, as to the conduct of elections and as to any of the matters or things within the powers or under the control of the Governors provided that the same shall not be inconsistent with the Memorandum of Association or the Articles.

55. The College Council

55.1 The Board shall establish a College Council.

55.2 The role of the College Council shall be:-

- (a) to advise the Board and the Principal;
- (b) to monitor and review for the Board the educational aims, policy and programme of the College;

- (c) to make recommendations on the budget to the Treasurer;
- (d) to receive and discuss reports from the Principal on the management and organisation of the College;
- (e) to act as a channel for the interests and concerns of members of the College, including a feed-back to its constituents;
- (f) to undertake such consultation exercises as may be entrusted to it from time to time by the Board.

55.3 The College Council shall serve as the electoral college in accordance with Article 38.

55.4 For the avoidance of doubt the role of the College Council is advisory only: members of the College Council shall not be deemed to be Governors of the Corporation.

55.5 The College Council shall comprise the following members:-

- (a) ex-officio
  - the Principal
  - the Vice Principal
  - the College Accountant
  - the Co-ordinator of the learning support centre
  - the four educational development workers
- (b) by election
  - four teachers, one from each subject area
  - eight students (who may not also be teachers), two from each subject area
- (c) by appointment of the College Council
  - a representative of educational tenants with more than one year's licence

55.6 Ex-officio members of the College Council, even though they may teach at the College or be students at the College shall not stand for election to the College Council as teachers or students and shall not be eligible to

vote to elect members of the College Council except as provided for in Article 56.2.

56. Elections of teachers and students to the College Council

56.1 For electoral purposes the College will be divided into four subject areas:

- art and performing arts
- basic education
- humanities, languages and general interest
- science, mathematics and computer studies

56.2 All teachers in each subject area shall have one vote to elect one teacher from that subject area to serve on the College Council and The Coordinator of the Learning Support Centre may exercise one vote for a teacher in the basic education subject area and each Educational Development Worker may exercise one vote for a teacher in the subject area with which his or her work is most closely connected.

56.3 All students in each subject area shall have two votes to elect two students from that subject area to serve on the College Council and one vote to elect one teacher from that subject area to serve on the College Council. A teacher who is also a student shall not have or be entitled to exercise any vote for the appointment of student members of the College Council.

56.4 If a teacher or student is involved in more than one subject area he or she shall be entitled to vote in each subject area in which he or she is involved.

56.5 The Clerk shall arrange that elections are held for the first members of the College Council within four months of the date of the adoption of these Articles. In 1998 elections shall be held on a date determined by Corporation and thereafter the Clerk shall arrange that elections are held in alternate years on such date as the Council shall determine.

56.6 Each teacher and student shall be given a card and number indicating the subject areas in which he or she is involved; in the case of a teacher by running a class or in the case of a student by being registered for a class. That card must be produced when a teacher or student votes.

56.7 Any person who is to stand for election to the College Council must deliver to the Clerk a nomination signed by a proposer and seconder

(who must be persons eligible to vote in that election). The nomination shall be signed by the nominee and state his or her name, address, details of the courses taught or attended by him or her, and date of birth (plus if he or she wishes a statement in no more than 100 words stating his or her reasons for standing for election). Nominations must be received by not less than fourteen days before the opening of the ballot and when received must be exhibited on the College notice board.

56.8 The election shall be conducted by a ballot held at the College and open for six consecutive days Sundays excluded. The College Council shall draw up guidelines for the conduct of the elections and any dispute arising out of the conduct or outcome of the elections shall be determined by Corporation and any minor irregularity in the conduct of any election shall not invalidate the results.

56.9 A student member of the College Council must receive at least 5% of the votes of the electorate in his or her subject area in order to be elected.

56.10 An elected member of the College Council who fails to attend three consecutive meetings of the College Council shall be deemed to have resigned. Any vacancy among the elected members howsoever arising may be filled by the College Council co-opting members: provided that the person co-opted must be eligible to stand for election for the vacancy in question. Elected members, appointed members and any co-opted members shall hold office until the next date for the election of members.

57. Procedures for the College Council

The College Council shall elect one of their number to serve as Chair provided that no ex officio member of the College Council may stand or take part in such election. The Chair of the College Council shall be known as and called "the Convenor".

58. Minutes

The Governors shall cause minutes to be made in books kept for the purpose of all proceedings at meetings of the Corporation and of the Governors, and of committees of Governors, including the names of the Governors present at each such meeting and any such minute, if purported to be signed by the Chair of the meeting at which the proceedings were had, or by the Chair of the next succeeding meeting, shall, as against any member or Governor of the Corporation, be sufficient evidence of the proceedings.

59. Notices

Any notice to be given to or by any person pursuant to the Articles shall be in writing.

60. The Corporation may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his or her registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the Corporation an address within the United Kingdom at which notices may be given to him or her shall be entitled to have notices given to him or her at that address, but otherwise no such member shall be entitled to receive any notice from the Corporation.

61. A member present, either in person or by proxy, at any meeting of the Corporation shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.

62. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

63. Indemnity

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

64. Winding-up

The provisions of clauses 8 and 9 of the Memorandum of Association relating to the winding-up or dissolution of the Corporation shall have effect and be observed as if the same were repeated in the Articles.

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NAMES, ADDRESSES AND SIGNATURES OF SUBSCRIBERS

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1. Signature:

Name: Thomas Hughes, Barrister

Address: 9 Old Square, Lincoln's Inn

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

2. Signature:

Name: John Sherren Brewer, Preacher at the Rolls

Address: Rolls House, Chancery Lane

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk



3. Signature:

Name: John Llewelyn Davies

Address: Rector of Christ Church, St Marylebone, 18 Blandford Square NW

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

4. Signature:

Name: John Westlake, Queen's Counsel

Address: 2 New Square, Lincoln's Inn

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

5. Signature:

Name: George Tansley, Ball Furnisher

Address: 16 Wigmore Street W

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

6. Signature:

Name: Richard Buckley Litchfield, Barrister

Address: 2 Bryanston Street, Portman Square

Date: 29th day of October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

7. Signature:

Name: Vernon Lushington, Queen's Counsel

Address: 21 New Street, Spring Gardens

Date: 29th October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk

8. Signature:

Name: Henry John Eastman Rawlins, Clerk Public Records  
Office

Address: 17 Woburn Place, Russell Square

Date: 29th October 1874

WITNESS to the above signature:

Signature:

Name: John Foster Clerk to Warry Robbins & Burges

Address: 70 Lincoln's Inn Fields, Middlesex

Occupation: Solicitor's Clerk