

THE COMPANIES ACT 2006

**A Company Limited by Guarantee and
Not having a Share Capital**

Articles of Association

**OF
BOWLSWALES**

Company Registration No: **10838128**

Date of Incorporation 27 June 2017
(Private Company, Limited by guarantee, without share capital)

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PART 1 INTERPRETATION AND LIMITATION OF LIABILITY

1. Defined terms

In the Articles, unless the context requires otherwise;-

"Annual General Meeting" has the meaning given in Article 26;

"Articles" means the Company's Articles of Association;

"Bowls" means the sport of Bowls in Wales in all its forms;

"Board" means the Board of Directors for the time being of the Company;

"Byelaws" means byelaws made by the Directors to deal with particular circumstances not covered by the rules and regulations of the Company;

"bankruptcy" includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

"Chair" has the meaning given in Article 13;

"chairman of the meeting" has the meaning given in Article 28;

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

"Company" means Bowls Wales, a company registered by guarantee without share capital;

"Company Secretary" means the secretary of the Company as appointed from time to time;

'Co-ordinating Body' means the organisation set up to carry out activities on behalf of its Members; it allows Members to come together as one body by establishing formal and informal relationships in support of common goals;

"Director" means a Director of the Company, and includes any person occupying the position of Director, by whatever name called;

"Director Evaluation" means the process by which individual Directors and the Board as a whole will be appraised;

"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;

"General Meeting" is a meeting of the Members;

"Independent Director" means an individual appointed from time to time pursuant to these Articles to serve on the Board in an independent capacity and who does not hold, nor previously held, any office, position or appointment within a Bowls organising body. Any question of the "independence" of any individual for these purposes shall be determined by the Board in their absolute discretion;

"Member" has the meaning given in the Bowls Wales Membership Regulations as amended from time to time, that sets out membership rights including voting rights; voting rights at meetings of the Company will be held by Nominated Representatives of the Member;

“National Governing Body” means an organisation which is recognised by the Company as the governing body for that particular form of the sport of Bowls;

“Nominated Representative” is the person nominated by a Member with voting rights to attend, speak and vote on behalf of that Member at General Meetings of the Company;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“participate” in relation to a Board meeting has the meaning given in Article 11;

“proxy notice” has the meaning given in Article 34;

“rules” means the rules of the Company in force at any time;

“Service Organisations” means Organisations that provide support and assistance to the game of Bowls;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006;

“writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles become binding on the Company. The provisions of Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) shall not apply to the Company and these Articles shall apply instead.

PART 2

2 Objects

The Company's purpose is to act as the Co-ordinating Body for the sport of Bowls in Wales and in doing so:

- 2.1 to promote and encourage the sport of Bowls;
- 2.2 to provide support to the Members;
- 2.3 to represent and protect the interests of Members;
- 2.4 to provide Bowls education, training and other services to all Members and to the general public, through the activities of volunteers, employees and sub-committees;
- 2.5 to do all other things that are incidental or conducive to the attainment of the above objectives

The income and property of the Company shall be applied solely towards the promotion of its objects (as set forth above in these Articles) and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to Members of the Company.

3 Liability of Members

- 3.1 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of it being wound up while a Member or within one year after ceasing to be a Member, for:-
- 3.2 payment of the Company's debts and liabilities contracted before ceasing to be a Member,
- 3.3 payment of the costs, charges and expenses of winding up, and
- 3.4 adjustment of the rights of the contributories among themselves

PART 3

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

4 Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

5 Members' reserve power

The voting Members may, by special resolution, direct the Directors to take, or refrain from taking, specified action. No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

6 Directors may delegate

Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles;-

- 6.1 to such person or committee;
- 6.2 by such means (including by power of attorney);
- 6.3 to such an extent;
- 6.4 in relation to such matters or territories; and
- 6.5 on such terms and conditions as they think fit.
- 6.6 If the Directors so specify, any such delegation may authorize further delegation of the Directors' powers by any person to whom they are delegated.
- 6.7 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

7 Committees

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

DECISION-MAKING BY DIRECTORS

8 Directors to take decisions collectively

The general rule about decision-making by Directors is that any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 9.

9 Unanimous decisions

- 9.1 A decision of the Directors is taken in accordance with this Article when all eligible Directors indicate to each other by any means that they share a common view on a matter.
- 9.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Director or to which each eligible Director has otherwise indicated agreement in writing.
- 9.3 References in these Articles to eligible Directors are to Directors who would have been entitled to vote on the matter had it been proposed as a resolution at a Directors' meeting.
- 9.4 A decision may not be taken in accordance with this Article if the eligible Directors would not have formed a quorum at such a meeting.

10 Calling a Directors' meeting

- 10.1 Any Director may call a Directors' meeting by giving notice of the meeting to the Directors or by authorizing the Company Secretary (if any) to give such notice.
- 10.2 Notice of any Directors' meeting must indicate;-
 - 10.2.1 its proposed date and time;
 - 10.2.2 where it is to take place; and
 - 10.2.3 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 10.3 Notice of a Directors' meeting must be given to each Director, but need not be in writing.

11 Participation in Directors' meetings

- 11.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when;-
 - 11.1.1 the meeting has been called and takes place in accordance with the Articles, and
 - 11.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 11.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.
- 11.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 11.4 The Board of Directors shall have power to invite any person it wishes to attend any meeting of the Board of Directors in an advisory capacity but without power to vote thereat.

12 Quorum for Directors' meetings

- 12.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 12.2 For a quorum to exist, the Chair, Vice Chair or Finance Director must be participating in the meeting.
- 12.3 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than five (5) and unless otherwise fixed it is five (5).
- 12.4 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision;-
 - 12.4.1 to appoint further Directors, or
 - 12.4.2 to call a General Meeting so as to enable the Members to elect further Directors.

13 Chairing of Directors' meetings

- 13.1 The Directors shall appoint a Chair to chair meetings of the Directors.
- 13.2 The Chair will be subject to an agreed annual Director Evaluation process. The Directors may terminate the Chair's appointment based on reasonable grounds of conduct or capability on a simple voting majority. The Chair shall not be eligible to vote in such circumstances and the provisions of Article 14 shall not apply. For the avoidance of doubt, in the event that the vote is tied the appointment of the Chair shall not be terminated.
- 13.3 If the Chair is not participating in a Directors' meeting within ten minutes of the time at which it was to start, the Vice Chair, if one is appointed by the Directors, will chair the meeting. If the Vice Chair is not present, appointed or willing to chair the meeting the participating Directors must appoint one of themselves to chair it.
- 13.4 Subject to 13.2 above and 20.8 the appointed Chair shall hold office for the term of their directorship.
- 13.5 In the event of the Chair resigning (either as Chair or as a Director) or otherwise being removed as Chair, the Directors shall appoint a replacement as 13.1 above.

14 Casting vote

- 14.1 If the numbers of votes for and against a proposal are equal, the Chair or other Director chairing the Directors meeting has a casting vote.
- 14.2 But this does not apply if, in accordance with the Articles, the Chair or other Director is not to be counted as participating in the decision-making process for quorum or voting purposes.

15 Transactions or other arrangements with the Company

- 15.1 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Companies Act 2006, and provided the director has declared the nature and extent of their interest in accordance with the requirements of the Act, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:
 - 15.1.1 may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested;
 - 15.1.2 shall be an eligible Director for the purposes of any proposed decision of the directors (or committee of directors) in respect of such existing or proposed transaction or arrangement in which they are interested;
 - 15.1.3 shall be entitled to vote at a meeting of directors (or of a committee of the directors) or participate in any unanimous decision, in respect of such existing or proposed transaction or arrangement in which they are interested;
 - 15.1.4 may act by themselves or their firm in a professional capacity for the Company (otherwise than as auditor) and they or their firm shall

- be entitled to remuneration for professional services as if they were not a director;
- 15.1.5 may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Company is otherwise (directly or indirectly) interested; and
- 15.1.6 shall not, save as they may otherwise agree, be accountable to the Company for any benefit which they (or a person connected with them [as defined in section 252 of the Act]) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of their duty under section 176 of the Act.

16 Directors' Conflicts of interest

- 16.1 The Directors may authorise any matter proposed to them by any Director which would, if not authorised, involve a Director breaching their duty under section 175 of the Companies Act 2006 to avoid conflicts of interest ('Conflict').
- 16.2 Any authorisation under this Article will be effective only if:-
- 16.2.1 the matter in question shall have been proposed by any Director for consideration at a meeting of the Directors in the same way that any other matter may be proposed to the Directors under the provisions of these Articles or in such other manner as the Directors may determine;
- 16.2.2 any requirement as to the quorum at the meeting of the Directors at which the matter is considered is met without counting the Director in question; and
- 16.2.3 the matter was agreed to without their voting or would have been agreed to if their vote had not been counted.
- 16.3 Any authorisation of a Conflict under this Article may (whether at the time of giving the authorisation or subsequently):-
- 16.3.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the Conflict so authorised;
- 16.3.2 be subject to such terms and for such duration, or impose such limits or conditions as the Directors may determine;
- 16.3.3 be terminated or varied by the Directors at any time;
- 16.3.4 provide that, where the Director in question obtains, or has obtained (through their involvement in the Conflict and otherwise than through their position as a director of the Company) information that is confidential to a third party, they shall not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence.

This will not affect anything done by the Director prior to such termination or variation in accordance with the terms of the authorisation.

- 16.4 Where the Directors authorise a Conflict they may provide, without limitation (whether at the time of giving the authorisation or subsequently) that the Director:-
- 16.4.1 is excluded from discussions (whether at meetings of Directors or otherwise) related to the Conflict;
 - 16.4.2 is not given any documents or other information relating to the Conflict;
 - 16.4.3 may or may not vote (or may or may not be counted in the quorum) at any future meeting of Directors in relation to any resolution relating to the Conflict.
- 16.5 Where the Directors authorise a Conflict;-
- 16.5.1 the Director will be obliged to conduct himself in any terms imposed by the Directors in relation to the Conflict;
 - 16.5.2 the Director will not infringe any duty they owe to the Company by virtue of sections 171 to 177 of the Companies Act 2006 provided they act in accordance with such terms, limits and conditions (if any) as the Directors impose in respect of its authorisation.
- 16.6 A Director is not required, by reason of being a Director (or because of the fiduciary relationship established by reason of being a Director), to account to the Company for any remuneration, profit or other benefit which they derive from or in connection with a relationship involving a Conflict which has been authorised by the Directors or by the Company in a General Meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.

17 Non-disclosure of Conflict of Interests – Sanctions

Any Director who fails to disclose a conflict of interest to the Directors in accordance with Articles 15 and 16 may be charged with bringing the Company into disrepute in accordance with the prescribed Directors code of conduct.

18 Records of decisions to be kept

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

19 Directors' discretion to make further rules

- 19.1 Subject to the Articles, the Directors may make any rule or regulation which they think fit about how they take decisions, and about how such rules and regulations are to be recorded or communicated to Directors.
- 19.2 The Directors may from time to time make such rules, regulations or Byelaws as they may deem necessary for the proper conduct and management of the Company.
- 19.3 The Directors shall adopt such means as they deem sufficient to bring to the notice of Members of the Company all such rules, regulations or Byelaws, which so long as they shall be in force, shall be binding on all

Members of the Company. Provided, nevertheless, that no rule, regulation or Byelaw shall be inconsistent with, or shall affect or repeal anything contained in the Articles of the Company.

APPOINTMENT OF DIRECTORS

20 Methods of appointing Directors

- 20.1 Until and unless otherwise determined by the Company in General Meeting, there shall be a maximum of eleven (11) Directors and the minimum number shall be five (5).
- 20.2 The Company shall follow the agreed recruitment process for all Director elections and appointments.
- 20.3 The business of the Company shall be managed by the Board of Directors who shall consist of;-
 - 20.3.1 Up to three (3) Directors elected by the Members;
 - 20.3.2 Up to four (4) Directors appointed by the Directors: and
 - 20.3.3 Up to three (3) Independent Directors appointed by the Directors.
 - 20.3.4 One (1) Director nominated by a Member then elected by the Members;
 - 20.3.4.1 Nominations for this nominated Director position can only be made by a Member holding voting rights. Nominations must be submitted (together with the nominee's written consent) on the Company's approved form. Confirmation of receipt of valid nominations will be sent in writing to the nominator as soon as reasonably practicable after such receipt.
 - 20.3.4.2 For the first Annual General Meeting where a nominated Director position is to be considered for election, the nomination should be received by the Company at least 35 days before the date of the Annual General Meeting.
 - 20.3.4.3 Thereafter, the nomination must be received by the Company at least 50 days before the date of the Annual General Meeting or 28 days before the date of the General Meeting in which the Election is to take place.
- 20.4 Whenever possible, the Board should have a staggered retirement provision for elected Directors so that the four elected positions do not all retire at the same time. This may be achieved by variance of the terms of office set out in the agreed recruitment process.
- 20.5 Subject to 20.4 Directors, other than appointed Directors, shall hold office for three (3) years, retiring at the end of the Annual General Meeting held in the third year, unless they shall have previously resigned or ceased to be a Director by virtue of Article 21 below.
- 20.6 Appointed Directors shall hold office for a term as agreed by the Directors at the time of their appointment and are eligible for re-appointment, and/or election subject to the provisions on the total number of years served set out in 20.8.
- 20.7 All Directors will be subject to an agreed annual Director Evaluation process.

- 20.8 Subject to 20.9 nothing shall prevent an existing or previous director serving a further term or terms should they be re-elected and/or re-appointed, except that no Director may be considered for further election and/or appointment if they have served for six (6) consecutive years.
- 20.9 At the end of the maximum term served stated in 20.8 a person shall be ineligible for election or appointment as a Director until at least one (1) year has elapsed since the end of their last term in office.
- 20.10 The Directors may agree role descriptions and assign specific tasks to any Director as they see fit, save as one Director shall act as Chair as determined by Article 13, one as Vice Chair and another as Finance Director.
- 20.11 Subject to 20.9 the Directors may fill a casual elected vacancy, other than the position of Member nominated Director, to act until the next Annual General Meeting by appointment. Any part of a year served in such circumstances will be treated as if it were a full year for the purposes of Article 20.8.
- 20.12 The Directors for the time being of the Board may act notwithstanding any vacancy in their body.
- 20.13 A Director cannot be a Nominated Representative and in the event that a Nominated Representative shall be elected or appointed as a Director they shall immediately cease to be a Nominated Representative.
- 20.14 Subject to the provisions of these Articles, including Director rules and regulations set under 19.1 and maximum terms under 20.8 any person who is willing may act as a Director of the Company if permitted by law to do so; a person may be chosen to be a Director
- 20.14.1 by ordinary resolution, or
- 20.14.2 by a decision of the Directors
- 20.15 Should a situation arise, where, as a result of resignation or death, the Company has no Directors, or Company Secretary the Members have the right, by notice in writing to each other, to appoint one person to be a Director to initiate the formal appointment process for a new Board.

21 Termination of Director's appointment

A person ceases to be a Director as soon as;-

- 21.1 that person ceases to be a Director by virtue of any provision of the Companies Act 2006 or is prohibited from being a Director by law;
- 21.2 a bankruptcy order is made against that person;
- 21.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;
- 21.4 a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a Director and may remain so for more than three months;
- 21.5 notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms;
- 21.6 the Directors resolve that their office be vacated by a resolution duly passed in line with the Director's code of conduct whereby a breach of

the code has taken place or a serious misconduct has, in the reasonable opinion of the Directors, taken place;

- 21.7 the Members in General Meeting pass an ordinary resolution to remove a Director even though the Director's time in office has not ended. This applies despite anything else in the Articles or in any agreement between the Company and the Director. A person may be appointed to replace the removed Director in accordance with Article 20.

22 Directors' remuneration

- 22.1 Directors may undertake any services for the Company that the Directors decide.
- 22.2 Directors are entitled to such remuneration as the Members determine in General Meeting for their services to the Company as Directors.
- 22.3 Directors are entitled to such remuneration as the Directors determine for any other service which they undertake for the Company.
- 22.4 Subject to the Articles, a Director's remuneration may;-
- 22.4.1 take any form, and
 - 22.4.2 include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that Director
 - 22.4.3 unless the Directors decide otherwise, Directors' remuneration accrues from day to day
 - 22.4.4 unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

23 Directors' expenses

The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at;-

- 23.1 meetings of Directors or committees,
- 23.2 General Meetings,
- 23.3 or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

PART 4

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

24 Membership

- 24.1 There shall be different categories of Member and membership with different rights and privileges as agreed by the Directors and set out in the Membership Regulations of the Company as amended from time to time.

- 24.2 Every National Governing Body Member, on being accepted will be entitled to two (2) Nominated Representatives who shall receive notices of and attend all General Meetings of the Company, will be on the mailing list of the Company, and to such other additional rights and privileges as the Directors may from time to time determine.
- 24.3 Each Service Organisation on being accepted will be entitled to one (1) Nominated Representative who will be entitled to receive notices of and attend all General Meetings of the Company, will be on the mailing list of the Company and to such other additional rights and privileges as the Directors may from time to time determine.
- 24.4 Notices will be made available in the manner determined by the Directors.

25 Termination of Membership

- 25.1 A Member may withdraw from membership by giving seven (7) days' notice to the Company in writing.
- 25.2 Membership shall cease:-
- 25.2.1 if a Member shall fail to pay any money due to the Company including without limitation any affiliation fee payable under these Articles, or the Company's rules and Byelaws;
 - 25.2.2 if a National Governing Body or Service Organisation ceases to exist.
- 25.3 Membership is not transferable.
- 25.4 BowlsWales acting reasonably following the Disciplinary Procedures of the Company may expel any Member if it considers that it is inappropriate that membership should continue or if the conduct of the Member or members of that Member shall bring BowlsWales into disrepute.

ORGANISATION OF GENERAL MEETINGS

26 Attendance and speaking at Annual General Meetings and General Meetings

- 26.1 The Annual General Meeting date shall be set by the Directors.
- 26.2 The Directors will circulate notice for the Annual General Meeting at least 70 days before the date of the meeting and circulate the Agenda at least 21 days before the date of the meeting.
- 26.3 Notices of motion put forward by Members for the Annual General Meeting must be received by the Company at least 35 days before the date of the Annual General Meeting and must be accompanied by an explanatory paper outlining the terms of the motion.
- 26.4 A General Meeting may be called at any time at the request of the Directors by giving at least 35 days' notice to the Members or upon receipt by the Company of a requisition to call such a meeting signed by not less than four (4) Members.
- 26.4.1 Any such request made by the Members must state the terms of a resolution or resolutions capable of being voted upon at the meeting;

- 26.4.2 Following a valid request by the Members, the Company must organise a General Meeting within 2 months of receiving the request.
- 26.5 The Directors will circulate the Agenda of the General Meeting at least 14 days before the date of the meeting.
- 26.6 The Directors may make whatever arrangements they consider appropriate to enable those attending an Annual General Meeting or a General Meeting to exercise their rights to speak or vote at it.
- 26.7 A Nominated Representative is able to exercise the right to speak at an Annual General Meeting or General Meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 26.8 A Nominated Representative is able to exercise the right to vote at an Annual General Meeting or a General Meeting when;-
- 26.8.1 that Nominated Representative is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
- 26.8.2 that Nominated Representative's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- 26.9 In determining attendance at an Annual General Meeting or a General Meeting, it is immaterial whether any two or more Nominated Representatives attending it are in the same place as each other.
- 26.10 Two or more Nominated Representatives who are not in the same place as each other attend an Annual General Meeting or a General Meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

27 Quorum for General Meetings

No business other than the appointment of the Chairman of the meeting (subject to 28.1 and 28.3) is to be transacted at an Annual General Meeting or a General Meeting if the persons attending it do not constitute a quorum. A quorum shall be eight (8) Nominated Representatives present in person or by proxy.

28 Chairing General Meetings

- 28.1 The Directors shall confirm in the notice of every Annual General Meeting and every General Meeting the name of the person who shall be chairing the meeting. This will usually be the Chair or Vice Chair of the Board.
- 28.2 The person chairing a meeting in accordance with this Article is referred to as "the chairman of the meeting".
- 28.3 If the identified chairman of the meeting is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start;-
- 28.3.1 the Directors present must appoint a Director to chair the meeting;

- 28.3.2 (if no Directors are present), the meeting, must appoint a Nominated Representative to chair the meeting and the appointment of the chairman of the meeting must be the first business of the meeting. In these specific circumstances, the Nominated Representative appointed by the meeting will retain their vote as a Nominated Representative.

29 Attendance and speaking by Directors and non-Members

- 29.1 Directors may attend and speak at all meetings of the Company.
29.2 The chairman of the meeting may permit other persons who are not Nominated Representatives to attend and speak at an Annual General Meeting or a General Meeting.

30 Adjournment

- 30.1 If the persons attending an Annual General Meeting or a General Meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 30.2 The chairman of the meeting may adjourn an Annual General Meeting or a General Meeting at which a quorum is present if;-
- 30.2.1 the meeting consents to an adjournment, or
 - 30.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
 - 30.2.3 any confidential information which may affect any voting at the meeting has been disclosed to any other person without the authorisation of the Directors.
- 30.3 The chairman of the meeting must adjourn an Annual General Meeting or a General Meeting if directed to do so by the meeting.
- 30.4 When adjourning an Annual General Meeting or a General Meeting, the chairman of the meeting must;-
- 30.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Directors, and
 - 30.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 30.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given);-
- 30.5.1 to the same persons to whom notice of the Company's Annual General Meeting or General Meeting is required to be given, and
 - 30.5.2 containing the same information which such notice is required to contain.
- 30.6 No business may be transacted at an adjourned Annual General Meeting or General Meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT ALL TYPES OF GENERAL MEETINGS

31 Voting: general

- 31.1 Methods of voting will be clearly indicated in notices of meetings, usually the following methods will be used;-
 - 31.1.1 by Nominated Representatives present
 - 31.1.2 by Proxy vote
- 31.2 A resolution put to the vote at a meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles.
- 31.3 If there shall be more candidates for election than positions available the vote must be conducted by secret ballot.
- 31.4 For the avoidance of doubt no person other than the Nominated Representative of a Member shall have the right to a vote at meetings unless that person is holding a proxy.
- 31.5 If a Member shall be unable to attend an Annual General Meeting or a General Meeting then the Member may grant a proxy in writing either to the chairman of the meeting, a Director, or another Nominated Representative of a Member.
 - 31.5.1 Other than the chairman of the meeting, a person may hold only one proxy.

32 Errors and disputes

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

33 Poll votes

- 33.1 A poll on a resolution may be demanded;-
 - 33.1.1 in advance of the meeting where it is to be put to the vote, or
 - 33.1.2 at a meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 33.2 A poll may be demanded by;-
 - 33.2.1 the chairman of the meeting;
 - 33.2.2 the Directors;
 - 33.2.3 two or more Nominated Representatives having the right to vote on the resolution.
- 33.3 A demand for a poll may be withdrawn if;-

- 33.3.1 the poll has not yet been taken, and
- 33.3.2 the chairman of the meeting consents to the withdrawal.
- 33.4 Polls must be taken immediately and in such manner as the chairman of the meeting directs.

34 Content of proxy notices

- 34.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which;-
 - 34.1.1 states the name and address of the Member appointing the proxy;
 - 34.1.2 identifies the person appointed to be that Member's proxy and the Annual General Meeting or General Meeting in relation to which that person is appointed;
 - 34.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Directors may determine;
 - 34.1.4 is delivered to the Company in accordance with the Articles and any instructions contained in the notice of the meeting to which they relate.
- 34.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes, proxy notices must be received by the Company at least 48 hours before the start of the meeting to which the proxy refers.
- 34.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 34.4 Unless a proxy notice indicates otherwise, it must be treated as;-
 - 34.4.1 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
 - 34.4.2 appointing that person as a proxy in relation to any adjournment of the meeting to which it relates as well as the meeting itself.

35 Delivery of proxy notices

- 35.1 A Member that is entitled to appoint a Nominated Representative to attend, speak or vote (either on a show of hands or on a poll) at an Annual General Meeting or a General Meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that Member.
- 35.2 An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing signed by the Member by whom or on whose behalf the proxy notice was given.
- 35.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

36 Amendments to resolutions

- 36.1 An ordinary resolution to be proposed at a meeting may be amended by ordinary resolution if;
- 36.1.1 notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
 - 36.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- 36.2 A special resolution to be proposed at an Annual General Meeting or General Meeting may be amended by ordinary resolution, if;-
- 36.2.1 the chairman of the meeting proposes the amendment at the meeting at which the resolution is to be proposed, and
 - 36.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 36.3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 5

ADMINISTRATIVE ARRANGEMENTS

37 Company Secretary

- 37.1 A Company Secretary may be appointed by the Directors on such terms and conditions as the Directors shall decide and unless the person so appointed is a Director, the Company Secretary shall have no voting rights at Directors' meetings.

38 Means of communication to be used

- 38.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorized or required by any provision of that Act to be sent or supplied by or to the Company.
- 38.2 Subject to the Articles, any notice or document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or documents for the time being.
- 38.3 A Director may agree with the Company that notices or documents sent to that Director in a particular way are to be deemed to have been

received within a specified time of their being sent, and for the specified time to be less than 48 hours.

39 No right to inspect accounts and other records

39.1 Except as provided by law or authorized by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a member of a Member.

40 Provision for employees on cessation of business

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

DIRECTORS' INDEMNITY AND INSURANCE

41 Indemnity

41.1 Subject to 41.2, a relevant Director of the Company or an associated Company may be indemnified out of the Company's assets against;-

41.1.1 any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated Company,

41.1.2 any liability incurred by that Director in connection with the activities of the Company or an associated Company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),

41.1.3 any other liability incurred by that Director as an officer of the Company or an associated Company.

41.2 This Article does not authorize any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

41.3 In this Article;-

41.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

41.3.2 a "relevant Director" means any Director or former Director of the Company or an associated Company.

42 Insurance

42.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

42.2 In this Article;-

- 42.2.1 a "relevant Director" means any Director or former Director of the Company or an associated Company,
- 42.2.2 a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated Company or any pension fund or employees' share scheme of the Company or associated Company, and
- 42.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

43 Dissolution

- 43.1 The Company may only be wound up by Special Resolution of the Members at a General Meeting.
- 43.2 If the Company is wound up or dissolved and there is any property remaining after all its debts are settled, this will be given to an institution or institutions that support Bowls provided that the receiving institution(s) also prohibits the distribution of income and property among its members in the same way as the Company. The institutions(s) will be decided by the Members at or before the time of dissolution.