

COMPANIES ACT, 2014

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

**CONSTITUTION OF
CUMANN LEABHARLANN NA H-EIREANN (THE LIBRARY ASSOCIATION OF IRELAND)
COMPANY LIMITED BY GUARANTEE**

MEMORANDUM

1. The name of the Company is CUMANN LEABHARLANN NA H-EIREANN (THE LIBRARY ASSOCIATION OF IRELAND) COMPANY LIMITED BY GUARANTEE.
2. The Company is a company limited by guarantee, registered under Part 18 of the Companies Act, 2014.
3. The objects for which the company is established are:-
 - (a) To advance and improve the services provided by all kinds of information agencies by promoting high standards of library services and the profession of librarianship;
 - (b) to promote the free flow of information and ideas in the interest of all the people in Ireland and a thriving culture, economy and democracy;
 - (c) to maintain the professional standing of librarianship;
 - (d) to promote the career development of persons engaged in library services and information provision, and to foster their professional and paraprofessional interests and aspirations;
 - (e) to promote a high standard of education by evaluating and according recognition to degrees and courses as appropriate;
 - (f) to represent the interests of members, the Company, library services and the profession to government, other organisations and the community;
 - (g) to encourage people to contribute to the improvement of library and information services through support and membership of the Company;
 - (h) to keep a register of members;.
 - (i) to form, collect, collate and publish in the form of transactions, journal or otherwise, information of service or interest to the members of the Company and to form a library of books, works, or manuscripts on librarianship and to promote and encourage bibliographical study and research;
 - (j) to acquire, whether by purchase or otherwise, the copyright for any material in which copyright may lawfully subsist;

- (k) to organise such conferences, social and other functions as may promote the interests of the Company;
- (l) to borrow, or raise, or secure the payment of money for the purpose of the Company,];
- (m) to purchase or otherwise acquire all freehold and leasehold premises, lands and buildings, and all other property, real and personal, which the Company for the purpose thereof may from time to time think proper to acquire and which may lawfully be held by them;
- (n) For the purpose of resale, letting, sub-letting or surrender, to dispose of such property or any part thereof, and erect upon such land any building for the purpose of the Company, and alter and add to any building erected upon any such land;
- (o) to accept and hold gifts of money or property;
- (p) to undertake all matters which are incidental or conducive to the attainment of these objects.

Provided that the Company shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others, any regulations, restrictions, or condition, which, if an object of the Company, would make it a Trade Union.

- (q) To engage in any business, which may seem to the Company capable of being conveniently carried on in connection with the above main object or calculated directly or indirectly to enhance the value of or render profitable any of the Company's property, rights or interests.
- (r) To make, draw, accept, endorse, issue, discount, and otherwise deal with promissory notes, bills of exchange, cheques, letters of credit, electronic payments, circular notes and other such instruments.
- (s) To acquire by purchase, exchange, lease, fee farm grant or otherwise, either for an estate in fee simple or for any less estate or interest, whether immediately or reversionary, and whether vested or contingent: any lands, tenements or hereditaments of any tenure, whether subject or not to any charges or encumbrances and to hold and farm and work or manage or to sell, let, alienate, mortgage, lease or charge land, house property, shops, flats, maisonettes, reversions, interests, annuities, life policies and any other property real or personal, movable or immovable, either absolutely or conditionally and either subject to or not to any mortgage, charge, ground rent or other rents or encumbrances and to pay for any lands, tenements, hereditaments or assets acquired by Company in cash or debentures or obligations of the Company, whether fully paid or otherwise, or in any other manner.
- (t) To guarantee, support or secure, whether by personal covenant or by mortgaging or charging all or any part of the undertaking, property and assets (present and future) of the Company, or all such methods, the performance of the obligations of and the repayment or payment of the principle amounts and interest of any person, firm or Company or the dividends or interest of any securities, including (without prejudice to the generality of the foregoing) any

company which is the Company's holding company or subsidiary or associated company.

- (u) To purchase or otherwise acquire and carry on the whole or any part of the business property, goodwill and assets of any company carrying on or proposing to carry on any business which the Company is authorised to carry on or which can be conveniently carried on in connection with the same, or may seem calculated directly or indirectly to benefit the Company, or possessed of property suitable for the purposes of the Company, and as part of the consideration for any of the acts or things aforesaid or property acquired to undertake all or any of the liabilities of such company or to acquire an interest therein, amalgamated with or enter into any arrangement for sharing profits, or for co-operation, or for limiting competition or for mutual assistance with any such company and to give, issue or accept cash or any shares, debentures or other securities that may be agreed upon, and to hold and retain or sell, mortgage and deal with any shares, debentures or securities so received.
- (v) To promote any company for the purpose of acquiring all or any of the property or liabilities of the Company, or if undertaking any business or operations which may appear likely to assist or benefit the Company or to enhance the value of or render more profitable any property, assets or business of the Company, or for any other purpose which may see directly or indirectly calculated to benefit the Company.
- (w) To enter into any arrangements with any government or authority, supreme, municipal, local or otherwise, or company that may seem conducive to the Company's main object(s), and to obtain from any such government authority or company, any charters, contracts, decrees, rights, privileges, and concessions and to carry out, exercise and comply with any such arrangements, charters, contracts, decrees, rights, privileges and concessions.
- (x) To raise or borrow money, and to secure the payment of money by the issue of or upon debentures or debenture stock, perpetual, terminable or otherwise, or bonds or other obligations, charged or not charged upon, or by mortgage, charge, hypothecation, lien or pledge of the whole or any part of the undertaking, property, assets and rights of the Company, both present and future, and generally in such other manner and on such terms as may seem expedient, and to issue any of the Company's securities. For such consideration and on such terms as may be thought fit, including the power to pay interest on any money so raises or borrowed: and also by a similar mortgage, charge, hypothecation, lien or pledge, to secure and guarantee the performance by the Company of any obligation or liability it may undertake, and to redeem or pay off any such securities.
- (y) To create, maintain, invest and deal with any reserve or sinking funds for redemption of obligations of the Company, or for depreciation of works or stock, or any other purpose to advance the main object(s) of the Company.
- (z) To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Company as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by

a pension scheme covered by Part 30 or the Taxes Consolidation Act, 1997 and provided that such pension scheme has been operated by the company and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the occupational pension scheme while employed by the company; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Company and to subscribe or guarantee money for charitable objects.

- (aa) To promote freedom of contact and to resist, insure against, counteract and discourage interference therewith to join any lawful federation, union, association or party and to contribute to the funds thereof, or do any other lawful act or thing with a view to preventing or resisting directly or indirectly any interruption of or interference with the Company or any other trade or business or providing or safeguarding against the same, or resisting or opposing any strike movement or organisation which may be thought detrimental to the interest of the Company or its employees and to subscribe to any association or fund for any such purposes.
- (bb) To procure the Company to be registered or recognised in any foreign country, colony, dependency or place.
- (cc) To pay all or any expenses of, incidental to or incurred in connection with the formation and incorporation of the Company and the raising of its loan capital, or to contract with any person or company to pay the same, and to pay commissions to brokers and others for underwriting, placing, selling or guaranteeing the subscription of any debentures or securities of the Company.
- (dd) To do all or any of the above things on any part of the world, and as principals, agents, contractors, trustees or otherwise, and either by or through trustees, agents sub-contractors or otherwise and either alone in partnership or conjunction with any person or company, and to contract for the carrying on of any operation connected with the Company's main object by any person or company.
- (ee) To do all such other things as may be deemed incidental or conducive to the attainment of the above main objects as set out from (a) to (p).

And it is hereby declared that in the construction of this Clause, the word "company", except where used in reference to this Company, shall be deemed to include any person or partnership or other body of persons, whether incorporated or not incorporated and whether domiciled in Ireland or elsewhere and words denoting the singular number only shall include the plural number and vice versa.

WINDING UP

3. If upon the winding up or dissolution of the Company there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to non profit organisations having objects similar to the main object(s) of the Company..

INCOME AND PROPERTY

4. The income and property of the Company whencesoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of profit to any person who is or has been a member of the Company, or to any person claiming through him/her, provided that nothing herein contained shall prevent the payment in good faith of reasonable or proper remuneration to any officers or servants of the Company, or to any one, although a member of the Company, for services rendered to the Company, but so that no member of the Board shall be appointed to any salaried office of the Company, or to any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any member of such Board of Directors except out of pocket expenses and interest at the rate agreed beforehand on money lent or reasonable or proper rent for premises demised or let to the Company, provided that the provision last aforesaid shall not apply to any payment to any transport company or utility of which a member of the Board may be a member, or any other company in which such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of the profits he may receive in respect of any such payment

ADDITIONS, ALTERATIONS OR AMENDMENTS

5. No addition, alteration or amendment shall be made to or in the provisions of this Memorandum of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

KEEPING ACCOUNTS

6. Annual accounts shall be kept and made available to the Revenue Commissioners on request.
7. The liability of the members is limited.
8. Every member of the Company undertakes to contribute to the assets of the Company, if the Company is wound up while he or she is a member or is wound up within one year after the date on which he or she ceases to be a member, for-
 - a. the payment of the debts and liabilities of the Company contracted before he or she ceases to be a member and the costs, charges and the costs, charges and expenses of winding up; and
 - b. the adjustment of the rights of the contributories among themselves,

such amount as may be required, not exceeding €1.

COMPANIES ACT, 2014

**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL ARTICLES OF
ASSOCIATION
OF**

**CUMANN LEABHARLANN NA H-EIREANN (THE LIBRARY ASSOCIATION OF IRELAND) COMPANY
LIMITED BY GUARANTEE**

PRELIMINARY

The Regulations contained in the Companies Act, 2014 shall apply to the Company save in so far as they are excluded or verified hereby.

1. In these Articles:-

"Fellows" means shall be personal members who hold a recognised professional qualification in librarianship, and who have satisfied the agreed criteria for fellowship. are elected to Fellowship of the Library Association of Ireland. The authorised titles of Fellows shall be Comhalta de Chumann Leabharlann na hÉireann (CCLÉ), or, Fellow of the Library Association of Ireland (FLAI)

"the Act" means the Companies Act, 2014.

"the Directors" means the Directors for the time being of the Company or the Directors present at a meeting of the Board of Directors and includes a person occupying the position of Director by whatever name called;

"the Rules" means the Rules that govern the Company as agreed by the directors and approved by the members from time to time;

"Secretary" means any person appointed to perform the duties of the Secretary of the Company;

"the Seal" means the Common Seal of the Company;

"the Office" means the registered office for the time being of the Company.

Expressions referring to writing shall, unless the contrary intention appears, be construed as including reference to printing, lithography, photography and any other modes of representing or reproducing words in a visible form.

Unless the contrary intention appears, words or expressions contained in these Articles shall bear the same meaning as in the Act, or any statutory modification thereof in force at the date at which these Articles become binding on the Company.

MEMBERS

2. The number of members with which the Company proposed to be

registered is one thousand but the Directors may from time to time register an increase of members

3. The rights and liabilities attaching to any Members of the Company may be varied from time to time by a Special Resolution of the Company.
4. Members can be individuals or organisations as set out in the Company Rules.

Election of Members

5. Applications for membership of any category shall be made in such manner and such forms as the Directors may prescribe.
6. The admission of any applicant for any category of membership as defined in the Company Rules, shall be decided by the Board of Directors. To secure admission the proposal must be passed by a majority of at least two-thirds of the Board of Directors, if voting is necessary. No record shall be made in the Minutes of the Meeting of any name or any person or institution who fails to secure admission.
7. Every member who is elected shall be informed of his/her election by the Secretary and thereupon a copy of the Constitution of the Company shall be made available to him/her via email. Elections of Honorary Fellows shall take place at the General Meetings of the Company. All names submitted for election at this meeting shall have been previously submitted to and approved by the Council.
8. The Directors shall from time to time present at the General Meetings of the Company or publish otherwise the names of candidates who have been elected.

GENERAL MEETINGS

9. All general meetings of the Company shall be held in the State.
10. (1) Subject to paragraph (2), the Company shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meetings as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next.

(2) Subject to Article 10, the Annual General Meeting shall be held at such time and at such place in the State as the Directors shall appoint.
11. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
12. The Directors may, whenever they think fit, convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on such requisition or in default may be convened by such means as provided by Section 176 to Section 179 of the Act.

NOTICE OF GENERAL MEETINGS

13. Subject to Sections 181 of the Act an Annual General Meeting and a meeting called for by passing of a special resolution shall be called by 52 days notice in writing at the least and a meeting of the Company (other than an Annual General Meeting or a meeting for the passing of a special resolution) shall be called by 14 days notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day and the hour if meeting and in the case of special business and general nature of that business, and shall be given in manner hereinafter mentioned to such persons as are under the Articles of the company entitled to receive notices from the company.
14. The accidental omission to give notice of a meeting to or the non-receipt of notices of a meeting by any person entitled to receive the notice shall not invalidate the proceeding at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and also that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the reports of the Directors and Auditors, the election of Directors in the place of those retiring, the re-appointment if the retiring Auditors and the fixing of the remuneration of the Auditors.
16. Twenty member present at the General Meeting shall be a quorum.
17. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned, to such other day and at such other time and place as the Directors 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.
18. The Chair, if any, of the Board of Directors shall preside as chairperson at every general meeting of the Company and shall be the President of the Company, as per the Company Rules. If the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Directors present shall elect one of their number to be Chairperson of the meeting.
19. If at any meeting no Director is willing to act as Chairperson or if no Director is present within 15 minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be Chairperson of the meeting.
20. The Chairperson may with the consent of any 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 any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.

21. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the results of the show of hands) demanded:-
 - (a) By the Chairperson, or
 - (b) By five members present in person or by proxy at a general meeting of it shall be a quorum,

Unless a poll is so demanded, a declaration by the Chairperson that a resolution has, on a show of hands been carried or carried unanimously or by a particular majority or lost, and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution, The demand for a poll may be withdrawn.

22. If a poll is duly demanded it shall be taken in such a manner as the Chairperson directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded subject to Section 190.
23. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
24. A poll demanded on the election of a Chairperson, or on a question of adjournment shall be taken forthwith. A poll demanded on any other questions shall be taken at such time as the Chairperson of the meeting directs, and any business other than that upon which a poll has demanded may be proceeded with pending the taking of the poll.
25. Subject to Sections 193 to 195 of the Act, a resolution in writing signed by the members for the time being entitled to attend and vote on such resolution at a General Meeting (or being bodies corporate by their duly authorised representatives) shall be as valid and effective for all purposes as if the resolution had been passed at a general meeting of the Company duly convened and held, and if described as a special resolution shall be deemed to be a special resolution within the meaning of the Act.
26. Every member shall have one vote.
27. If a member shall at any time be incapacitated or prevented by illness injury accident or any other circumstances beyond his control (, or in respect of whom an order has been made by any Court, may vote, whether on a show of hands or in a poll, by his/her committee, receiver, guardian, or other

person appointed by that Court, and any such committee, receiver, guardian, or other person may vote by proxy on a show of hands or on a poll.

28. No member shall be entitled to vote at any general meeting unless all moneys immediately payable by him/her to the Company have been paid.
29. Votes may be given either personally or by proxy.
30. The instrument appointing a proxy shall be in writing under that hand of the appointer or of his/her attorney duly authorised in writing, or, if the appointer is a body corporate, either under seal or under the hand of an officer or attorney duly authorised. A proxy need not be a member of the Company.
31. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office or at such other place within the State as is specified for that purpose in the notice convening 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, in the case of the poll, not less than 48 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.
32. An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

**[CUMANN LEABHARLANN NA H-EIREANN. (THE LIBRARY ASSOCIATION OF IRELAND)
COMPANY LIMITED BY GUARANTEE]**

I/We, of
in the County of , being a member/members
of the above named Company, hereby appoint

of
or failing him
as my/our proxy to vote for me/us on my/our behalf at the
(annual or extraordinary, as the case may be) general meeting of
the Company to be held on the day of 20 any
adjournment thereof.

Signed this day of 20

This form is to be used* in favour of/against the resolution. Unless otherwise instructed, the proxy will vote as he thinks fit.

*Strike out whichever is not desired.

33. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
34. A vote in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, if no intimation in writing of such death, insanity or revocation as aforesaid is received by the Company at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

BODIES CORPORATE ACTING BY REPRESENTATIVES AT MEETINGS

35. A body corporate which is a member of the Company may by resolution of its directors or other governing body authorise such persons as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the body corporate which he represents as that body corporate could exercise if it were an individual member of the Company.

RESIGNATION, CESSATION AND EXPULSION OF MEMBERSHIP

36.
 - a) A member of any class may by notice in writing to Secretary of the Company resign his/her membership of the Company.
 - b) Membership of the Company shall automatically cease on any member's death.
 - c) If any member shall refuse or wilfully neglect to comply with any of these Articles of Association or shall have been guilty of such conduct as in the opinion of the Directors either shall have rendered him/her unfit to remain a member of the Company or shall be injurious to the Company, legal proceedings may be instigated by the Company to redress the situation provided that he shall have been given notice and shall have been afforded an opportunity of giving orally or in writing to the Directors any explanation or defence as he may think fit.

DIRECTORS

37. The number of the Directors shall be 23 and unless and until determined by the Company in general meeting. The number of Directors and the names of the first Directors shall be determined in writing by the subscribers to the Constitution or a majority of them.

POWERS AND DUTIES OF DIRECTORS

38. The business of the Company shall be managed by the Directors, who may pay all expenses incurred in promoting and registering by the Company, and exercise all such powers of the Company as are not by the Act or Articles required to be exercised by the Company in general meeting subject nevertheless to the provision of the Act and these Articles and to such directions, being not inconsistent with aforesaid provisions, as may be given by the Company in general meeting, but no direction given by the Company in general meeting shall invalidate any prior act of the Directors which would have been valid if that direction has not been given.
39. The Directors may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the Directors to be the attorney or attorneys of the Company for such purposes and with powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors and under this Constitution) and for such period and subject to such conditions as they may think fit, and any such powers of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the Directors may think fit, and may also authorise any such attorney to delegate all or any of the powers, authorities and discretions vested in him/her.
40. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by such person or persons and in such manner as the Directors shall from time to time by resolution determine.
41. As per Section 166 of the Act, the Directors shall cause minutes to be made in books provided for the purpose:-
- (a) of all appointments of officers made by the Directors;
 - (b) of the names of the Directors present at each meeting of the Directors and of any committee of the Directors;
 - (c) of all resolutions and proceedings at all meetings of the Company, and the Directors and of committees of Directors.

DISQUALIFICATION OF DIRECTORS

42. The Office of Director shall be vacated if the Director:-
- (a) holds any office or place of profit under the Company; or
 - (b) is adjudged bankrupt in the State or in Northern Ireland or Great Britain or makes any arrangement or composition with his/her creditors generally; or

- (c) becomes prohibited from being a Director by reason of any order made under Chapter 4 of Part 14 of the Act; or
- (d) becomes of unsound mind; or
- (e) resigns his/her office by notice in writing to the Company; or
- (f) is convicted of an indictable offence unless the Directors otherwise determine; or
- (g) the director is for more than 6 months absent, without the permission of directors, from meetings of the directors held during the period.
- (h) the director either directly or indirectly interested in any contract with the Company and fails to declare the nature of his/her interest in manner required by Section 231 of the Act.

VOTING ON CONTRACTS

- 40. A Director may vote in respect of any contract in which he is interested or any matter arising there from.

ROTATION OF DIRECTORS

- 41. At the first Annual General Meeting of the Company, all the Directors shall retire from office and at the Annual General Meeting in every subsequent year one-third of the Directors for the time being, or if their number is not three or multiple of three, then the number nearest one-third, shall retire from office.
- 42. The Directors to retire in every year shall be those who have been longest in office since the last election, but as between person who became Directors on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.
- 43. The Company, at the meeting at which a Director retires in the manner aforesaid, may fill the vacated office by electing a person thereto, and in default the retiring Director shall, if offering himself /herself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re- election of such Director has been put to the meeting and lost.
- 44. No person other than a Director retiring at the meeting shall, unless recommended by the Directors, be eligible for re-election to the office of Director at any general meeting unless, not less than three nor more than 21 days before the date appointed for the meeting, there has been left at the office in writing, signed by a Member duly qualified to attend and vote at the meeting for which notice is given, of his/her intention to propose such a person for election,

and also notice in writing signed by that person of his/her willingness to be elected.

45. The Company may from time to time by ordinary resolution increase or reduce the number of Directors, and may also determine in what rotation the increased or reduced number is to go out of office.
46. The Directors shall have power at any time, and from time to time, to appoint any person to be a Director either to fill a causal vacancy or as an addition to the existing Directors. Any Director so appointed shall hold office only until the next Annual General Meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.
47. The Company may by ordinary resolution of which extended notice given in accordance with Section 142 of the Act remove any Director before the expiration of his/her period of office, notwithstanding anything in these Articles or in any agreement between the Company and such Director. Such removal shall be without prejudice to any claim such Director may have for damages for breach of any contract of service between him/her and the Company.
48. The Company may by ordinary resolution appoint another person in place if a Director removed from office under Article 47. Without prejudice to the powers of the Directors under Article 46 the Company in general meeting may appoint any person to be a Director, either to fill casual vacancy or as additional Director. A person appointed in place of a director so removed or to fill such a vacancy shall be subject to retirement at the same time as if he had become Director on the day on which the Director in whose place he is appointed was last elected a Director.

PROCEEDINGS OF DIRECTORS

49. The Directors may meet together for the purposes of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. Where there is any equality of votes, the Chairperson shall have a second or casting vote. A Director may, and the Secretary on the requisition of a Director shall, at any time summon a meeting of Directors.
50. The quorum necessary for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed shall be one third plus one.
51. The continuing Directors may act notwithstanding any vacancy in their number but, if and so long as their number is reduced

below the number fixed by or pursuant to the to the Articles of the Company as the necessary quorum of Directors, the continuing Directors or Director may act for the purpose of increasing the number of Directors to that number or of summoning a general meeting of the Company, but for no other purpose.

52. The Directors may elect a Chairperson of their meetings and determine the period for which he is to hold office, but, if no such Chairperson is elected or if at any meeting the Chairperson is not present within five minutes after the time appointed for holding the same, the Directors present may choose one of their number to be Chairperson of the meeting.
53. The Directors may delegate any of their powers to committees consisting of such member or members of the Board as they think fit; any committee so formed shall, in exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Directors.
54. A committee may elect a Chairperson of its meetings; if no such Chairperson is elected, or if at any meeting the Chairperson is not present within 5 minutes after the time appointed for holding the same, the members present may choose one of their number to be Chairperson of the meeting.
55. A committee may meet or adjourn as it thinks proper. Questions arising at any meetings shall be determined by a majority of votes of the members present, and when there is an equality of votes, the Chairperson shall have a second or casting vote.
56. All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
57. A resolution in writing, signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors, shall be valid as if it had been passed at a meeting of the Directors duly convened and held.

SECRETARY

58. The Secretary shall be appointed by Directors for such term and upon such conditions as they think fit; and any Secretary so appointed may be removed by them.
59. it shall be the duty of the Secretary to conduct the correspondence of the Association. He shall also, subject to the approval of the Board,

engage and be responsible for all persons employed under him/her, and shall generally conduct the business of the Company, under the direction of the Board.

THE SEAL

60. The seal shall be used only by the authority of the Directors or of a committee of Directors authorised by the Directors in that behalf, and every instrument to which the seal shall be affixed shall be signed by a Director and shall be countersigned by the Secretary or by a second Director or by some other person appointed by the Director for that purpose.

ACCOUNTS

61. The Directors shall cause proper books of accounts to be kept relation to:-
- (a) all sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place;
 - (b) all sales and purchase of goods by the Company; and
 - (c) the assets and liabilities of the company.
62. The books shall be kept at the office or, subject to Section 283 of the Act. At such other place as the Directors think fit, and shall at all reasonable times be open to the inspection of the Directors.
63. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the company or any of them shall be open to the inspection of members not being Directors, and no member (not being a Director) shall have any right of inspecting any account or book or document except as conferred by statute or authorised by the Directors or by the Company in general meeting.
64. The Directors shall from time to time in accordance with the Act cause to be prepared and to be laid before the Annual General Meeting of the Company such profit and loss accounts, balance sheets, group accounts and reports as are required by those Sections to be prepared and laid before the Annual General Meeting of the Company.
65. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Annual General Meeting of the Company together with a copy of the Directors' report shall not less than 21 days before the date of the Annual General Meeting, be sent to every person entitled under the

provisions of the Act to receive them.

AUDIT & AUDIT EXEMPTION

66. Where appropriate auditors shall be appointed and their duties regulated in accordance with Section 333, Section 334 and Section 335 of the Act.

NOTICES

67. A notice may be given by the Company to any member either personally, by sending it by post to him/her registered address or by electronic means such as email or text. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of the notice of a meeting at the expiration of 24 hours after the letter containing the same is posted, and in any other case at which the letter would be delivered in the ordinary course of post.

68. Notice of every general meeting shall be given in any manner hereinbefore authorised to:-

(a) every member

(b) every person being a personal representative or the Official Assignee in bankruptcy of a member where the member but for his/her death or bankruptcy would be entitled to receive notice of the meeting; and

(c) the Auditor (if any) for the time being of the Company.

No other person shall be entitled to receive notices of general meetings.