

**COMPANIES ACTS 1985 & 1989**

Company limited by guarantee and  
not having a share capital

**MEMORANDUM OF ASSOCIATION OF  
OXFORDSHIRE MIND**

Linnells  
Greyfriars Court  
Paradise Square  
OXFORD  
OX1 1BB  
(Ref: DMB/74158.2.9)

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## **MEMORANDUM OF ASSOCIATION OF OXFORDSHIRE MIND**

### **1. NAME**

The name of the Company is Oxfordshire Mind (“the Charity”)

### **2. REGISTERED OFFICE**

The registered office of the Charity is to be in England and Wales

### **3. OBJECTS**

- 3.1 The objects of the Charity are to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment, in association with Mind in accordance with the aims and objectives of Mind (“the Objects”)

### **4. POWERS**

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 To promote or carry out research
- 4.2 To provide advice
- 4.3 To publish or distribute information
- 4.4 To co-operate with other bodies
- 4.5 To support, act as a trustee of, manage, administer or set up other charities
- 4.6 To raise funds (but not by means of taxable trading)
- 4.7 To accept any payments including subscriptions, donations, grants and other receipts
- 4.8 To borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act 1993)
- 4.9 To acquire or hire property of any kind
- 4.10 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act 1993)
- 4.11 To make grants or loans of money and to give guarantees
- 4.12 To set aside funds for special purposes or as reserves against future expenditure
- 4.13 To deposit or invest funds in any manner (but, save for Common Investment Funds, to invest only after obtaining advice from a financial expert, unless the Trustees reasonably conclude that it is unnecessary or inappropriate to do so, and having regard to the suitability of investments and the need for diversification)
- 4.14 To delegate the management of investments to a financial expert, but only on terms that:
  - 4.14.1 the investment policy is set down in writing for the financial expert by the Trustees
  - 4.14.2 every transaction is reported promptly to the Trustees
  - 4.14.3 the performance of the investments is reviewed regularly with the Trustees
  - 4.14.4 the Trustees are entitled to cancel the delegation arrangement at any time
  - 4.14.5 the investment policy and the delegation arrangement are reviewed at least once a year
  - 4.14.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt
  - 4.14.7 the financial expert must not do anything outside the powers of the Trustees
- 4.15 To arrange for investments or other property of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert acting under their instructions and to pay any reasonable fee required

- 4.16 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required
- 4.17 To insure the Trustees against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty
- 4.18 Subject to clause 5, to employ paid or unpaid agents, staff or advisers
- 4.19 To enter into contracts to provide services to or on behalf of other bodies
- 4.20 To establish subsidiary companies to assist or act as agents for the Charity
- 4.21 To pay the costs of forming the Charity
- 4.22 To do anything else within the law which promotes or helps to promote the Objects

## 5. **BENEFITS TO MEMBERS AND TRUSTEES**

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members of the Charity but
  - 5.1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied
  - 5.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity
  - 5.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property let or hired to the Charity
  - 5.1.4 individual members and Trustees who are beneficiaries may receive charitable benefits in that capacity subject to the provisions of clause 5.4
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except
  - 5.2.1 as mentioned in clauses 4.16, 5.1.2, 5.1.3, 5.3 or 5.4.
  - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel) actually incurred in running the Charity including any expenses incurred in attending general meetings or Trustee meetings, provided that the Treasurer is entitled to call for and be satisfied as to such evidence of actual expenditure as is reasonable in the circumstances
  - 5.2.3 an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings)
  - 5.2.4 payment to any company in which a Trustee has no more than a 1 per cent shareholding
  - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance)
- 5.3 Any Trustee (or any firm or company of which a Trustee is a member or employee) may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit but only if
  - 5.3.1 the goods or services are actually required by the Charity
  - 5.3.2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in clause 5.4
  - 5.3.3 no more than one half of the Trustees are subject to such a contract in any financial year
- 5.4 Whenever a Trustee has a Personal Interest in a matter to be discussed at a meeting of the Trustees or a committee the Trustee concerned must:
  - 5.4.1 declare an interest before discussion begins on the matter and, if a User Trustee, declare whether such interest is direct or indirect;
  - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information or unless a majority of the Trustees agree that the interests of a User Trustee are indirect and that the User Trustee affected may remain;

- 5.4.3 not be counted in the quorum for that part of the meeting, unless a majority of the Trustees agree that a User Trustee is indirectly affected and may be counted in the quorum;
- 5.4.4 withdraw during the vote and have no vote on the matter, unless a majority of the Trustees agree that a User Trustee is indirectly affected and may vote on the matter.
- 5.4.5 this clause may not be amended without the prior written consent of the Commission

6. **LIMITED LIABILITY**

The liability of members is limited

7. **GUARANTEE**

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member

8. **DISSOLUTION**

- 8.1 If the Charity is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
  - 8.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects, as shall be determined by the Trustees
  - 8.1.2 directly for the Objects or charitable purposes within or similar to the Objects
  - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance
- 8.2 A final report and statement of account must be sent to the Commission
- 8.3 As regards any funds or property held upon charitable trusts administered by the Trustees then upon the winding up or dissolution of the Charity those funds and property shall be dealt with and applied in such manner and for such charitable purposes as the High Court of Justice, Chancery Division or the Charity Commissioners for England and Wales shall determine and direct

9. **INTERPRETATION**

- 9.1 Words and expressions defined in the Articles have the same meanings in this Memorandum.
- 9.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

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## **ARTICLES OF ASSOCIATION OF OXFORDSHIRE MIND**

### **1. MEMBERSHIP**

- 1.1 The number of members with which the company proposes to be registered is unlimited
- 1.2 The Charity must maintain a register of members
- 1.3 Full Membership of the Charity is open to any individual (who is not a member of staff of the charity) or organisation interested in promoting the Objects who
  - 1.3.1 is at the date of these Articles a full member of Oxfordshire Mind as constituted as an unincorporated association under a Constitution adopted on 10 October 1989 ("the Association") or
  - 1.3.2 applies to the Charity in the form required by the Trustees and
- 1.4 is approved by the Trustees and signs the Register of members or consents in writing to become a member either personally or (in the case of a member organisation) through an authorised representative. A Full Member is entitled to vote at all general meetings of the Charity subject to payment of all monies due by him to the Charity
- 1.5 Staff Membership of the Charity, excluding Trustees, is open to members of staff of the Charity
- 1.6 A Staff Member is entitled to attend and speak but is not entitled to vote at or be counted in the quorum of any general meeting of the Charity
- 1.7 Membership is terminated if the member concerned
  - 1.7.1 gives written notice of resignation to the Charity
  - 1.7.2 dies or (in the case of an organisation) ceases to exist
  - 1.7.3 is six months in arrears in paying the relevant subscription (if any) (but in such a case the member may be reinstated on payment of the amount due) or
  - 1.7.4 is removed from membership by resolution of the Trustees on the ground that in their reasonable opinion the member's continued membership is harmful to the Charity (but only after notifying the member in writing and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days after receiving notice)
- 1.8 The Trustees are entitled
  - 1.8.1 to refuse any application for Full Membership or Staff Membership or
  - 1.8.2 to refuse to renew any existing membership or
  - 1.8.3 to request the resignation of any member and if such resignation is not received within 14 days to terminate such membership and
  - 1.8.4 in the exercise of any of the above the Trustees have absolute discretion whether or not to give reasons therefor
- 1.9 If any membership is terminated by the Trustees pursuant to article 1.8, the Charity shall refund to the member concerned such part of the member's subscription as may be appropriate
- 1.10 The Trustees may prescribe the respective privileges and duties of Full Membership and Staff Membership and set the amounts of any subscriptions
- 1.11 Membership of the Charity is not transferable

### **2. GENERAL MEETINGS**

- 2.1 Members are entitled to attend general meetings either personally or (in the case of a member organisation) by an authorised representative. General meetings are called on at

- least clear 21 days written notice to Full Members and Staff Members specifying the business to be discussed
- 2.2 There is a quorum at a general meeting if the number of Full Members or authorised representatives personally present is at least 15 (or 10% of the Full Members whichever is the lesser)
  - 2.3 If a quorum is not present within half an hour of the time appointed for the meeting, or if during the meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other time as the Chair of the meeting shall decide
  - 2.4 The Chair or (if the Chair is unable or unwilling to do so) some other member elected by the Trustees presides at a general meeting
  - 2.5 Except where otherwise provided by the Act, every issue is decided by a majority of the votes cast
  - 2.6 Except for the chairman of the meeting, who has a second or casting vote, every member present in person or through an authorised representative has one vote on each issue
  - 2.7 A written resolution signed by all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting (and for this purpose the written resolution may be set out in more than one document and will be treated as passed on the date of the last signature)
  - 2.8 The Charity must hold an AGM in every year which all Full Members and Staff Members are entitled to attend. The first AGM may be held within 18 months after the Charity's incorporation
  - 2.9 At an AGM the Full Members:
    - 2.9.1 receive the accounts of the Charity for the previous financial year
    - 2.9.2 receive the Trustees report on the Charity's activities since the previous AGM
    - 2.9.3 accept the retirement of those Trustees who wish to retire or who are retiring by rotation
    - 2.9.4 elect persons to be Trustees to fill the vacancies arising
    - 2.9.5 elect from among the Trustees at least three principal officers namely a Chair, a Treasurer and an Honorary Secretary or Vice Chair together with such other officers the Full Members think fit
    - 2.9.6 appoint auditors for the Charity
    - 2.9.7 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity and
    - 2.9.8 discuss and determine any issues of policy or deal with any other business put before them
  - 2.10 Any general meeting which is not an AGM is an EGM
  - 2.11 An EGM may be called at any time by the Trustees and must be called within 28 days on a written request from at least fifteen Full Members
  - 2.12 Notices of any motions to be discussed at any General Meeting must reach the Secretary at least three weeks before the date of the meeting and shall be circulated to Full Members and Staff Members
  - 2.13 No members of staff of the Charity, whether Staff Members or not, shall be entitled to attend proceedings or any general meeting or Trustee meeting when matters relating to the appointment or remuneration of any member(s) of staff, including themselves, are being discussed, unless at the specific request of the Trustees, nor shall they in any way seek to influence the decision of the general meeting or the Trustees on such matters
  - 2.14 A duly authorised representative of Mind shall, notwithstanding that he is not a member of the Charity, be entitled to attend and speak at any general meeting

### 3. **THE TRUSTEES**

- 3.1 The Trustees as charity trustees have control of the Charity and its property and funds
- 3.2 The Trustees when complete consist of at least three and not more than fifteen individuals, all of whom must be Full Members
- 3.3 The subscribers to the Memorandum are the first Trustees of the Charity.
- 3.4 Every Trustee must sign a declaration of willingness to act as a charity trustee of the Charity before he or she is eligible to vote at any meeting of the Trustees
- 3.5 One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee may immediately put himself forward for reappointment.
- 3.6 No person other than a Trustee retiring by rotation shall be appointed or reappointed at any general meeting unless:
  - 3.6.1 he is recommended by the Trustees, or
  - 3.6.2 not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice has been given by a Full Member qualified to vote at the meeting to the Charity of his intention to propose that person for appointment or reappointment stating that person's full name, address, occupation and date of birth together with written confirmation of that person's willingness to be appointed or reappointed
- 3.7 No person may be appointed as a Trustee:
  - 3.7.1 unless he has attained the age of 18 years, or
  - 3.7.2 in circumstances such that, had he already been such a member, he would have been disqualified from acting under the provisions of Article 3.8
- 3.8 A Trustee's term of office automatically terminates if he or she:
  - 3.8.1 is disqualified under the Charities Act 1993 from acting as a charity trustee
  - 3.8.2 is or may be suffering from mental disorder and either:
    - 3.8.2.1 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 1969, or
    - 3.8.2.2 an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs
  - 3.8.3 is absent from four consecutive meetings of the Trustees without apology
  - 3.8.4 ceases to be a Full Member (but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM)
  - 3.8.5 resigns by written notice to the Trustees (but only if at least two Trustees will remain in office)
  - 3.8.6 is removed by resolution of the Trustees after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views or
- 3.9 The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM
- 3.10 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

#### 4. **PROCEEDINGS OF TRUSTEES**

- 4.1 The Trustees must hold at least six meetings each year
- 4.2 A quorum at a meeting of the Trustees is three or one third of the Trustees, whichever is the greater
- 4.3 A meeting of the Trustees may be held either in person or by suitable electronic means

- agreed by the Trustees in which all participants may communicate with all the other participants]
- 4.4 The Chair or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting
  - 4.5 Every issue may be determined by a simple majority of the votes cast at a meeting but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting (and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature)
  - 4.6 Except for the chairman of the meeting, who has a second or casting vote, every Trustee has one vote on each issue
  - 4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

## 5. **POWERS OF TRUSTEES**

- The Trustees have the following powers in the administration of the Charity:
- 5.1 to appoint (and remove) any person (who may be a Trustee) to act as Secretary to the Charity in accordance with the Act
  - 5.2 to delegate any of their functions to committees consisting of two or more individuals appointed by them (but at least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees)
  - 5.3 to make Standing Orders consistent with the Memorandum, these Articles and the Act to govern proceedings at general meetings
  - 5.4 to make Rules consistent with the Memorandum, these Articles and the Act to govern proceedings at their meetings and at meetings of committees
  - 5.5 to make Regulations consistent with the Memorandum, these Articles and the Act to govern the administration of the Charity and the use of its seal (if any)
  - 5.6 to establish procedures to assist the resolution of disputes within the Charity
  - 5.7 to exercise any powers of the Charity which are not reserved to a general meeting

## 6. **RECORDS & ACCOUNTS**

- 6.1 The Trustees must comply with the requirements of the Act and of the Charities Act 1993 as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:
  - 6.1.1 annual reports
  - 6.1.2 annual returns
  - 6.1.3 annual statements of account
- 6.2 The Trustees must keep proper records of
  - 6.2.1 all proceedings at general meetings
  - 6.2.2 all proceedings at meetings of the Trustees
  - 6.2.3 all reports of committees and
  - 6.2.4 all professional advice obtained
- 6.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any reasonable time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide
- 6.4 A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or member, or to any other person who makes a written request and pays the Charity's reasonable costs, within two months

## 7. **NOTICES**

- 7.1 Notices under these Articles may be sent by hand, or by post or by suitable electronic



- means or (where applicable to members generally) may be published in any suitable journal or newspaper or any newsletter distributed by the Charity
- 7.2 The only address at which a member is entitled to receive notices is the address shown in the register of members
- 7.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received
- 7.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address
- 7.3.2 two clear days after being sent by first class post to that address
- 7.3.3 three clear days after being sent by second class or overseas post to that address
- 7.3.4 on the date of publication of a newspaper containing the notice
- 7.3.5 on being handed to the member (or, in the case of a member organisation, its authorised representative)] personally or, if earlier,
- 7.3.6 as soon as the member acknowledges actual receipt
- 7.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

## 8. **DISSOLUTION**

The provisions of the Memorandum relating to dissolution of the Charity take effect as though repeated here

## 9. **INTERPRETATION**

In the Memorandum in and in these Articles:

“The Act” means the Companies Act 1985

“AGM” means an annual general meeting of the Charity

“these Articles” means these articles of association

“authorised representative” means an individual who is authorised by a member organisation to act on its behalf at meetings of the Charity and whose name is given to the Secretary

“Chair” means the chairman/ chairwoman of the Trustees

“the Charity” means the company governed by these Articles

“charity trustee” has the meaning prescribed by section 97(1) of the Charities Act 1993

“clear day” means 24 hours from midnight following the relevant event

“the Commission” means the Charity Commissioners for England and Wales

“EGM” means an extraordinary general meeting of the Charity

“financial expert” means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services Act 1986

“material benefit” means a benefit which may not be financial but has a monetary value

“member” and “membership” refer to membership of the Charity

“Memorandum” means the Charity's Memorandum of Association

"Mind" means national charity Mind (The National Association for Mental Health) registered charity number 219830

“month” means calendar month

“the Objects” means the Objects of the Charity as defined in clause 3 of the Memorandum

“Personal Interest” means a personal interest of a Trustee in a decision in relation to which he or a relative or any firm, company or organisation of which he is a member or employee ("his Associates") may receive or lose a benefit, or in relation to which the nature or quantity of the benefit may be changed as a result of the decision. (A benefit may be a service, a payment of any kind, a facility, etc.) A personal interest is said to be direct if it results in the Trustee or his Associate receiving a benefit not shared with other beneficiaries. Other personal interests are indirect.

“Secretary” means the Secretary of the Charity

"Treasurer" means the Treasurer of the Charity

“taxable trading” means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects and the profits of which are liable to tax

“Trustee” means a director of the Charity and 'Trustees' means all of the directors.

“User Trustee” means a Trustee who uses or benefits from the Charity’s services or facilities, whether provided by the Charity on a voluntary basis or as a contractual service.

“written” or “in writing” refers to a legible document on paper not including a fax message

“year” means calendar year

- 9.1 Expressions defined in the Act have the same meaning
- 9.2 References to an Act of Parliament are to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it