

MEMORANDUM OF ASSOCIATION

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM of ASSOCIATION of
The Transactional Analysis Association
(Scotland)

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CAPITAL**

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of

The Transactional Analysis Association (Scotland)

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication by each subscriber
DAVID HARFORD	
RICHARD FRANK REYNOLDS	
ALASTAIR JOHN WYLLIE	
ALISON FLEMING AYRES	
MARK WIDDOWSON	

Dated

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Constitution of company

- 1 The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulations 2008 are excluded in respect of this company.

Defined terms

- 2 In these articles of association, unless the context requires otherwise:
- (a) “Act” means the Companies Act 2006;
 - (b) “electronic form” has the meaning given in section 1168 of the Act;
 - (c) “property” means any property, heritable or moveable, real or personal, wherever situated; and
 - (d) “subsidiary” has the meaning given in section 1159 of the Act.
- 3 Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.

Objects

- 4 The company’s objects are:
- (a) To advance the education of the public generally with regard to the study, theory and practice of Transactional Analysis, hereinafter referred to as ‘TA’, and its application in accordance with the recognised standards of professional competence in the practice of TA in the United Kingdom of Great Britain and Northern Ireland generally and in Scotland in particular.
- 5 The company’s objects are restricted to those set out in article 4 (but subject to article 6).
- 6 The company may add to, remove or alter the statement of the company’s objects in article 4; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies.

Powers

- 7 In pursuance of the objects listed in article 4 (but not otherwise), the company shall have the following powers:
- (a) For the promotion of the foregoing (which is the primary object of the Transactional Analysis Association (Scotland)) to do such of the following things as may be lawfully done by a body established for public purposes, but only in furtherance of its primary object:

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- (b) The employment and remuneration of suitable persons for the purposes set out above on such terms as the Transactional Analysis Association (Scotland) considers proper.
- (c) The acceptance of gifts of, and the purchase, lease or exchange, hire or acquisition in any other manner of any real or personal property and any rights and privileges necessary for the promotion of the objects and the construction, maintenance and alteration of any building or erection necessary for the work of the Transactional Analysis Association (Scotland).
- (d) The sale, letting, mortgaging, disposal of or turning to account of all or any of the property or assets of the Transactional Analysis Association (Scotland) with a view to the promotion of the primary object.
- (e) The borrowing and raising of money for the purposes of the primary objects of the Transactional Analysis Association (Scotland) on such terms and on such security as may be thought fit.
- (f) The investment of the moneys of the Transactional Analysis Association (Scotland) not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, but so that such moneys shall only be invested in such securities and with such sanctions (if any) as may be in the time being prescribed by law.
- (g) The payment or application of the whole or any part or parts of the funds, assets and property of the Transactional Analysis Association (Scotland) for the furtherance of the object of the Transactional Analysis Association (Scotland) as set out in this clause in such proportions and in such manner in all respects as from time to time be necessary.
- (h) The collection of funds for furthering the primary object of the Transactional Analysis Association (Scotland) as set out in this clause, and to accept gifts and legacies.
- (i) The making of all reasonable and necessary provision for employees of the Transactional Analysis Association (Scotland), their widows or other dependants by means of contributory or non-contributory pension or superannuation funds and of sickness or unemployment benefit schemes.
- (j) The obtaining and taking the benefit of and the assumption of duties under any statutory enactment, ministerial order, warrant of the Minister or statutory instrument as may be consistent with primary object of the Transactional Analysis Association

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(Scotland) and not prejudicial to its status as a not-for profit association.

- (k) The transfer of the duties, obligations, assets and liabilities (so far as the same are capable of transfer) to a not-for-profit corporate body having like objects to those set out in this document.
- (l) PROVIDED that the objects of the Transactional Analysis Association (Scotland) shall not extend to the regulation of relations between workers and employers and organisations of workers and organisations of employers.
- (m) PROVIDED ALSO that nothing in this Clause contained shall empower the Transactional Analysis Association (Scotland) to undertake or engage in any venue or activity in the nature of permanent trade unless all profits from such trade are used for the furtherance of the primary objects of Transactional Analysis Association (Scotland).

Restrictions on use of the company's assets

- 8
- (a) The income and property of the company shall be applied solely towards promoting the company's objects.
 - (b) No part of the income or property of the company shall be paid or transferred (directly or indirectly) to the members of the company, whether by way of dividend, bonus or otherwise.
 - (c) No director of the company shall be appointed as a paid employee of the company; no director shall hold any office under the company for which a salary or fee is payable.
 - (d) No benefit (whether in money or in kind) shall be given by the company to any director except (i) repayment of out-of-pocket expenses or (ii) reasonable payment in return for particular services (not being of a management nature) actually rendered to the company.

Liability of members

- 9 Each member undertakes that if the company is wound up while he/she/it is a member (or within one year after he/she/it ceases to be a member), he/she/it will contribute - up to a maximum of £1 - to the assets of the company, to be applied towards:
- (a) payment of the company's debts and liabilities contracted before he/she/it ceases to be a member;
 - (b) payment of the costs, charges and expenses of winding up; and
 - (c) adjustment of the rights of the contributories among themselves.

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General structure

- 10 The structure of the company consists of:
- (a) the MEMBERS - who have the right to attend the annual general meeting (and any extraordinary general meeting) and have important powers under the articles of association and the Act; in particular, the members elect people to serve as directors and take decisions in relation to changes to the articles themselves
 - (b) the DIRECTORS - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the company; in particular, the directors are responsible for monitoring the financial position of the company.

Qualifications for membership

- 11 The members of the company shall consist of the subscribers to the memorandum of association and such other persons as are admitted to membership under articles 14 to 16.
- 12 Membership shall be open to:
- (a) The subscribers listed above and such persons and corporate bodies as the may hereafter be admitted to membership.
 - (b) The directors shall establish Standing Orders as to the qualifications for membership, and at their discretion may divide the members into two or more classes, each having its own respective qualifications.
- 13 Employees of the company shall not be eligible for membership; a person who becomes an employee of the company after admission to membership shall automatically cease to be a member.

Application for membership

- 14 Any person or body who wishes to become a member must sign, and lodge with the company, a written application for membership.
- 15 The directors may, at their discretion, refuse to admit any person or body to membership.
- 16 The directors shall consider each application for membership at the first directors' meeting, which is held after receipt of the application; the directors shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.

Membership subscription

- 17 A membership subscription shall be payable by each member, the amount of which shall be stated for each class of member in the company's Standing Orders.

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Register of members

- 18 The directors shall maintain a register of members, setting out the full name and address of each member, the date on which he/she/it was admitted to membership, and the date on which any person ceased to be a member.

Withdrawal from membership

- 19 Any person or body who wishes to withdraw from membership shall sign, and lodge with the company, a written notice to that effect; on receipt of the notice by the company, he/she/it shall cease to be a member.

Expulsion from membership

- 20 Any person or body may be expelled from membership by special resolution (see article 33), providing the following procedures have been observed:
- (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion
 - (b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

Termination/transfer

- 21 Membership shall cease on death of the individual or the winding up of any corporate body.
- 22 A member may not transfer his/her/its membership to any other person or corporate body.

General meetings (meetings of members)

- 23 The directors shall convene an annual general meeting in each year; the first annual general meeting shall be held not later than 18 months after the date of incorporation of the company.
- 24 Not more than 15 months shall elapse between one annual general meeting and the next.
- 25 The business of each annual general meeting shall include:-
- (a) a report by the chairperson on the activities of the company
 - (b) consideration of the annual accounts of the company
 - (c) the election/re-election of directors, as referred to in articles 51 to 53, and office bearers, as referred to articles 56 to 58.
- 26 The directors may convene an extraordinary general meeting at any time.

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- 27 The directors must convene an extraordinary general meeting if there is a valid requisition by members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).

Notice of general meetings

- 28 At least 14 clear days' notice must be given of an annual general meeting or extraordinary general meeting.
- 29 The reference to "clear days" in article 28 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, (or, in the case of a notice sent by electronic means, the day after it was sent) and also the day of the meeting, should be excluded.
- 30 A notice calling a meeting shall specify the time and place of the meeting; it shall (a) indicate the general nature of the business to be dealt with at the meeting and (b) if a special resolution (see article 33) (or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.
- 31 A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting; any other general meeting shall be called an extraordinary general meeting.
- 32 Notice of every general meeting shall be given
- (a) in writing or, (where the individual to whom notice is given has notified the company of an address to be used for the purpose of electronic communication) in electronic form; or
 - (b) (subject to the company notifying members of the presence of the notice on the website, and complying with the other requirements of section 309 of the Act) by means of a website.

Special resolutions and ordinary resolutions

- 33 For the purposes of these articles, a "special resolution" means a resolution passed by 75% or more of the votes cast on the resolution at an annual general meeting or extraordinary general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 28 to 32; for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the number of votes cast against the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.
- 34 In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the company, by special resolution,
- (a) to alter its name

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- (b) to alter any provision of these articles or adopt new articles of association.
- 35 For the purposes of these articles, an “ordinary resolution” means a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes against), at an annual general meeting or extraordinary general meeting, providing proper notice of the meeting has been given in accordance with articles 28 to 32.

Procedure at general meetings

- 36 No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be five individuals entitled to vote (each being a member or a proxy for a member), one of whom must be a director.
- 37 If a quorum is not present within 15 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.
- 38 The chairperson of the company shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chairperson is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the vice-chairperson shall preside, and, if the vice-chairperson is absent or unwilling to preside, then the directors present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
- 39 The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.
- 40 Every member shall have one vote, which (whether on a show of hands or on a secret ballot) may be given either personally or by proxy.
- 41 Any member who wishes to appoint a proxy to vote on his/her/its behalf at any meeting (or adjourned meeting):
- (a) shall lodge with the company, at the company’s registered office, a written instrument of proxy (in such form as the directors require), signed by him/her/it; or
 - (b) shall send by electronic means to the company, at such electronic address as may have been notified to the members by the company for that purpose, an instrument of proxy (in such form as the directors require)
- providing (in either case), the instrument of proxy is received by the company at the relevant address not less than 48 hours before the time for holding the meeting (or, as the case may be, adjourned meeting).

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- 42 An instrument of proxy which does not conform with the provisions of article 41, or which is not lodged or sent in accordance with such provisions, shall be invalid.
- 43 A member shall not be entitled to appoint more than one proxy to attend on the same occasion.
- 44 A proxy appointed to attend and vote at any meeting instead of a member shall have the same right as the member who appointed him/her/it to speak at the meeting and need not be a member of the company.
- 45 A vote given, or ballot demanded, by proxy shall be valid notwithstanding that the authority of the person voting or demanding a ballot had terminated prior to the giving of such vote or demanding of such ballot, unless notice of such termination was received by the company at the company's registered office (or, where sent by electronic means, was received by the company at the address notified by the company to the members for the purpose of electronic communications) before the commencement of the meeting or adjourned meeting at which the vote was given or the ballot demanded.
- 46 If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall not be entitled to a casting vote.
- 47 A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two persons present in person at the meeting and entitled to vote (whether as members or proxies for members)); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.
- 48 If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

Maximum number of directors

- 49 The maximum number of directors shall be nine.

Eligibility

- 50 A person or corporate body shall not be eligible for election/appointment as a director unless he/she/it is a member of the company.

Election, retiral, re-election

- 51 At each annual general meeting, the members may (subject to article 49) elect any member (providing he/she/it is willing to act) to be a director.
- 52 The directors may at any time appoint any member (providing he/she/it is willing to act) to be a director (subject to article 49).

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53 At each annual general meeting, two of the directors shall retire from office - but shall then be eligible for re-election.

Termination of office

- 54 A director shall automatically vacate office if:
- (a) he/she/it ceases to be a director through the operation of any provision of the Act or becomes prohibited by law from being a director
 - (b) he/she/it becomes incapable for medical reasons of fulfilling the duties of his/her/its office and such incapacity is expected to continue for a period of more than six months
 - (c) he/she/it ceases to be a member of the company
 - (d) he/she/it becomes an employee of the company
 - (e) he/she/it resigns office by notice to the company
 - (f) he/she/it is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her/it from office
 - (g) he/she/it is removed from office by ordinary resolution (special notice having been given) in pursuance of section 168 of the Act.

Register of directors

55 The directors shall maintain a register of directors, setting out full details of each director, including the date on which he/she/it became a director, and also specifying the date on which any person ceased to hold office as a director.

Office bearers

56 The members shall elect from among themselves a chair and a treasurer, and such other office bearers (if any) as they consider appropriate.

57 Four of the office bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then be eligible for re-election.

58 A person elected to any office shall cease to hold that office if he/she/it ceases to be a director, or if he/she/it resigns from that office by written notice to that effect, or if he/she serves as a director for more than two terms of two years in any six consecutive years.

Powers of directors

59 Subject to the provisions of the Act, and these articles, and subject to any directions given by special resolution, the company and its assets and undertaking shall be managed by the directors, who may exercise all the powers of the company.

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- 60 A meeting of the directors at which a quorum is present may exercise all powers exercisable by the directors.

Personal interests

- 61 A director who has a personal interest in any transaction or other arrangement, which the company is proposing to enter into, must declare that interest at a meeting of the directors; he/she/it will be debarred (in terms of article 73) from voting on the question of whether or not the company should enter into that arrangement.
- 62 For the purposes of the preceding article, a director shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she/it is a partner **or** any limited company of which he/she/it is a substantial shareholder or director (or any other party who/which is deemed to be connected with him/her for the purposes of the Act), has a personal interest in that arrangement.
- 63 Provided
- (a) he/she/it has declared his/her/its interest
 - (b) he/she/it has not voted on the question of whether or not the company should enter into the relevant arrangement and
 - (c) the requirements of article 65 are complied with,
- a director will not be debarred from entering into an arrangement with the company in which he/she/it has a personal interest (or is deemed to have a personal interest under article 62) and may retain any personal benefit which he/she/it gains from his/her/its participation in that arrangement.
- 64 No director may serve as an employee (full time or part time) of the company, and no director may be given any remuneration by the company for carrying out his/her/its duties as a director.
- 65 Where a director provides services to the company or might benefit from any remuneration paid to a connected party for such services, then
- (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
 - (b) the directors must be satisfied that it would be in the interests of the company to enter into the arrangement (taking account of that maximum amount); and
 - (c) less than half of the directors must be receiving remuneration from the company (or benefit from remuneration of that nature).
- 66 The directors may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the directors, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

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Procedure at directors' meetings

- 67 Any director may call a meeting of the directors or request the secretary to call a meeting of the directors.
- 68 Questions arising at a meeting of the directors shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.
- 69 No business shall be dealt with at a meeting of the directors unless a quorum is present; the quorum for meetings of the directors shall be three directors.
- 70 If at any time the number of directors in office falls below the number fixed as the quorum, the remaining director(s) may act only for the purpose of filling vacancies or of calling a general meeting.
- 71 Unless he/she is unwilling to do so, the chairperson of the company shall preside as chairperson at every directors' meeting at which he/she is present; if the chairperson is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the vice-chairperson will preside, or if the vice-chairperson is absent or unwilling to preside, the directors present shall elect from among themselves the person who will act as chairperson of the meeting.
- 72 The directors may, at their discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the directors; for the avoidance of doubt, any such person who is invited to attend a directors' meeting shall not be entitled to vote.
- 73 A director shall not vote at a directors' meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she/it has a personal interest which conflicts (or may conflict) with the interests of the company; he/she/it must withdraw from the meeting while an item of that nature is being dealt with.
- 74 For the purposes of article 73, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of his/hers **or** any firm of which he/she/it is a partner **or** any limited company of which he/she/it is a substantial shareholder or director, has a personal interest in that matter.
- 75 A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she/it is not entitled to vote.
- 76 The company may, by ordinary resolution, suspend or relax to any extent – either generally or in relation to any particular matter – the provisions of articles 73 to 75.

Conduct of directors

- 77 Each of the directors shall, in exercising his/her/its functions as a director of the company, act in the interests of the company; and, in particular, must

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- (a) seek, in good faith, to ensure that the company acts in a manner which is in accordance with its objects.
- (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person
- (c) in circumstances giving rise to the possibility of a conflict of interest of interest between the company and any other party
 - (i) put the interests of the company before that of the other party, in taking decisions as a director
 - (ii) where any other duty prevents him/her from doing so, disclose the conflicting interest to the company and refrain from participating in any discussions or decisions involving the other directors with regard to the matter in question

Delegation to sub-committees

- 78 The directors may delegate any of their powers to any sub-committee consisting of one or more directors and such other persons (if any) as the directors may determine; they may also delegate to the chair of the company (or the holder of any other post) such of their powers as they may consider appropriate.
- 79 Any delegation of powers under article 78 may be made subject to such conditions as the directors may impose and may be revoked or altered.
- 80 The rules of procedure for any sub-committee shall be as prescribed by the directors.

Operation of bank accounts

- 81 The signatures of two out of the signatories appointed by the directors shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the company; at least one out of the two signatures must be the signature of a director.

Secretary

- 82 The directors shall (notwithstanding the provisions of the Act) appoint a company secretary, and, on the basis that the term of the appointment, the remuneration (if any) payable to the company secretary, and the conditions of appointment shall be as determined by the directors, the company secretary may be removed by them at any time.

Minutes

- 83 The directors shall ensure that minutes are made of all proceedings at general meetings, directors' meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting.

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Accounting records and annual accounts

- 84 The directors shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
- 85 The directors shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.
- 86 No member shall (unless he/she/it is a director) have any right of inspecting any accounting or other records, or any document of the company, except as conferred by statute or as authorised by the directors or as authorised by ordinary resolution of the company.

Notices

- 87 Any notice which requires to be given to a member under these articles shall be given either in writing or by electronic means; such a notice may be given personally to the member *or* be sent by post in a pre-paid envelope addressed to the member at the address last intimated by him/her to the company *or* (in the case of a member who has notified the company of an address to be used for the purpose of electronic communications) may be given to the member by electronic means.
- 88 Any notice, if sent by post, shall be deemed to have been given at the expiry of 48 hours after the envelope containing it was posted if posted by first class post and 72 hours after posting if posted by second class post; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.
- 89 Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators.

Winding-up

- 90 If on the winding-up of the company any property remains after satisfaction of all the company's debts and liabilities, such property shall be transferred to such body or bodies (whether incorporated or unincorporated) as may be determined by the members of the company at or before the time of dissolution (or, failing such determination, by such court as may have or acquire jurisdiction), to be used solely for a not-for-profit purpose or purposes.
- 91 For the avoidance of doubt, a body to which property is transferred under article 90 may be a member of the company.

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- 92 To the extent that effect cannot be given to article 90 (as read with article 91), the relevant property shall be applied to some not-for-profit purpose or purposes.

Indemnity

- 93 Every director or other officer or auditor of the company shall be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) out of the assets of the company against any loss or liability which he/she/it may sustain or incur in connection with the execution of the duties of his/her/its office; that may include, without prejudice to that generality, (but only to the extent permitted by those sections of the Act), any liability incurred by him/her in defending any proceedings (whether civil or criminal) in which judgement is given in his/her/its favour or in which he/she/it is acquitted or any liability in connection with an application in which relief is granted to him/her by the court from liability for negligence, default or breach of trust in relation to the affairs of the company.
- 94 The Company shall be entitled to purchase and maintain for any director insurance against any loss or liability which any director or other officer of the company may sustain or incur in connection with the execution of the duties of his/her/its office, and such insurance may extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a director).

END