

THE COMPANIES ACT 1985

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

**MEMORANDUM of ASSOCIATION
of
GLASGOW FIDDLE WORKSHOP**

1. The company's name is "**GLASGOW FIDDLE WORKSHOP**", hereinafter known as GFW.
2. The company's registered office is to be situated in Scotland.
3. The company's objects are:

the advancement of education and of the arts, heritage and culture and in furtherance thereof the company will undertake:-

- (a) To promote an understanding and appreciation of Scottish traditional music.
- (b) To provide opportunities for learning to play and sing Scottish traditional music, with an emphasis on learning to play by ear.
- (c) To create a community of people with a common interest in Scottish traditional music
- (d) To forge links with other organisations who have similar interests.

In pursuance of those aims (but not otherwise), the company shall have the following powers:

- (a) To organise and hold music workshops, classes, meetings and training in the area of Glasgow and surrounding areas.
- (b) To carry on any other activities which further any of the above objects.
- (c) To promote companies whose activities may further one or more of the above objects, or may generate income to support the activities of the company, acquire and hold shares in such companies and carry out, in relation to any such company which is a subsidiary of the company, all such functions as may be associated with a holding company.
- (d) To acquire and take over the whole or any part of the undertaking and liabilities of any body holding property or rights which are suitable for the company's activities.
- (e) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the company's activities.
- (f) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the company.
- (g) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the company.
- (h) To lend money and give credit (with or without security) and to grant guarantees and issue indemnities.
- (i) To borrow money, and to give security in support of any such borrowings by the company, in support of any obligations undertaken by the company or in support of any guarantee issued by the company.
- (j) To employ such staff as are considered appropriate for the proper conduct of the company's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.
- (k) To engage such musicians, professionals and consultants/advisors as are considered appropriate from time to time.
- (l) To effect insurance of all kinds (which may include officers' liability insurance).
- (m) To invest any funds which are not immediately required for the company's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

- (n) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the company's objects.
- (o) To establish and/or support any other charitable body, and to make donations for any charitable purpose falling within the company's objects.
- (p) To take such steps as may be deemed appropriate for the purpose of raising funds for the company's activities.
- (q) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- (r) To oppose, or object to, any application or proceedings which may prejudice the company's interests.
- (s) To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the company, and to enter into any arrangement for co-operation or mutual assistance with any charitable body.
- (t) To cause to be prepared, printed or otherwise produced and circulated, free of charge or for payment, such papers, pamphlets, recorded tapes (whether audio, visual or both), compact discs and any future media of recording musical performance, as shall further the objects.
- (u) To do anything which may be incidental or conducive to the furtherance of any of the company's objects.

And it is declared that

- (i) in this clause, "property" means any property, heritable or moveable, wherever situated
 - (ii) in this clause, and throughout this memorandum of association
 - (A) the expression "charity" shall mean a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 96 of the Charities Act 1993
 - (B) the expression "charitable purpose" shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of sections 505 and 506 of the Income and Corporation Taxes Act 1988;
 - (iii) any reference in this memorandum of association to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.
4. (a) The income and property of the company shall be applied solely towards promoting the company's objects (as set out in clause 3).
 - (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.
 5. The liability of the members is limited.
 6. Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he/she/it is a member or within one year after he/she ceases to be a member, for payment of the company's debts and liabilities contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among

themselves.

7. If on the winding-up of the company any property remains after satisfaction of all the company's debts and liabilities, such property shall not be paid to or distributed among the members of the company;
 - (a) That property shall instead be transferred to some other charitable body or bodies (whether incorporated or unincorporated) whose objects are similar (wholly or in part) to the objects of the company.
 - (b) The body or bodies to which property is transferred under paragraph (a) shall 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 jurisdiction at the time.
 - (c) To the extent that effect cannot be given to the provisions of paragraphs (a) and (b) of this clause 7, the relevant property shall be applied to some other charitable object or objects.
8. Accounting records shall be kept in accordance with all applicable statutory requirements and such accounting records shall, in particular, contain entries from day to day of all sums of money received and expended by the company and the matters in respect of which such receipt and expenditure take place and a record of the assets and liabilities of the company; such accounting records shall be open to inspection at all times by any director of the company.

We, the subscribers to this memorandum of association, wish to be formed into a company pursuant to this memorandum.

Names and addresses of subscribers

Averil MacLachlan, 25 Lime Street, Glasgow, G14 9PT

Marie Therese Allison, 16 Botanic Crescent, Glasgow G20

Allan Campbell, 47a Craw Road, Paisley PA2 6AE

Ian Robb, Avonholm, 128 Brownside Road, Cambuslang, G72 8A

Virginia Anderson, Flat 0/2, 12 Dollar Terrace, Glasgow G20 0BG

Dated

Witness to the above signatures:

Karen McGavock, 67 Harvie Avenue, Glasgow G77 6LH, Administrator

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**ARTICLES of ASSOCIATION
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General structure

1. 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 Companies Acts; 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

2. The members of the company shall consist of the subscribers to the memorandum of association and such other persons or bodies as are admitted to membership under articles 3 to 6.
3.
 - (a) Full Membership shall be open to:
 - (i) Individuals of 18 years and over who are interested in furthering the work of the company.
 - (ii) National, international and local voluntary or other non-profit distributing organisations, whether corporate or unincorporated, which are interested in furthering the work of the company
 - (b) Junior membership shall be open to anyone under the age of 18 years who is interested in furthering the work of the association. Junior members shall not be entitled to vote.
 - (c) Honorary members may be appointed by the board of directors at its discretion, but shall not be entitled to vote.
 - (d) In the case of an unincorporated organisation eligible for membership under clause 3(a)(ii), the party admitted to membership shall be the individual nominated from time to time by that organisation. Such an organisation may withdraw the nomination of its representative at any time by written notice to the company ("written" comprises e-mail, fax and other telecommunications). On receipt of such notice by the company, the individual concerned will cease to be a member.
4. 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

5. Any person or body who wishes to become a member must sign, and lodge with the company, a written application for membership. In the case of a corporate or unincorporated body, the application must be signed by an appropriate officer of that body.

6. The directors may, at their discretion, refuse to admit any person or body to membership.

Register of members

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

Withdrawal from membership

8. Any person or body who/which wishes to withdraw from membership shall sign (in the case of a corporate or unincorporated body, through an appropriate officer), 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

9. Any person or body may be expelled from membership by special resolution (see article 22), 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

10. Membership will lapse after a period of one year unless an application for renewal of membership is made prior to the anniversary of the initial application. In addition, membership shall cease on death or (in the case of a corporate or unincorporated body) on receivership, liquidation, dissolution or striking-off of the body which constituted the member.
11. A member may not transfer his/her/its membership to any other person.

General meetings (meetings of members)

12. The directors shall convene an annual general meeting in each year (but excluding the year in which the company is formed); the first annual general meeting shall be held not later than 18 months after the date of incorporation of the company.
13. Not more than 15 months shall elapse between one annual general meeting and the next.
14. The business of each annual general meeting shall include:
 - (a) a report by the chair on the activities of the company
 - (b) consideration of the annual accounts of the company.
15. The directors may convene an extraordinary general meeting at any time.

16. The directors must convene an extraordinary general meeting if there is a valid requisition by members (under section 368 of the Act) or a requisition by a resigning auditor (under section 392A of the Act).

Notice of general meetings

17. At least 21 clear days' notice must be given of (a) an annual general meeting or (b) an extraordinary general meeting at which a special resolution (see article 22) or a resolution requiring special notice under the Act, is to be proposed; all other extraordinary general meetings shall be called by at least 14 clear days' notice.
18. The reference to "clear days" in article 17 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 contained in an electronic communication, the day after the time when it was sent) and also the day of the meeting, should be excluded.
19. 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 24) (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.
20. 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.
21. Notice of every general meeting shall be given (either in writing or, where the party to whom notice is given has notified the company of an address to be used for the purpose of electronic communications, by way of an electronic communication) to all the members and directors, and (if there are auditors in office at the time) to the auditors.

Special resolutions and ordinary resolutions

22. 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 17 to 21; 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.
23. 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
 - (b) to alter its memorandum of association with respect to the company's objects
 - (c) to alter any provision of these articles or adopt new articles of association.
24. 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, and (as applicable) the chairperson's casting vote), at an annual general meeting or extraordinary general meeting, providing proper notice of the meeting has been given in accordance with articles 17 to 21.

Procedure at general meetings

- 25.** No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 15, present in person or (in the case of members which are corporate or unincorporated bodies) present via their duly authorised representatives.
- 26.** 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.
- 27.** The chair of the company shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the directors present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
- 28.** 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.
- 29.** Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally or (in the case of a corporate or unincorporated body) given via its duly authorised representative present at the meeting.
 - (a) A member which is a corporate or unincorporated body shall be entitled to authorise an individual to attend and vote at general meetings. He/She will then be entitled to exercise the same powers on behalf of the body which he/she represents as that body could have exercised if it had been an individual member of the company.
- 30.** If there is an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.
- 31.** 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 members present in person at the meeting and entitled to vote, whether as members or as representatives of corporate or unincorporated 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.
- 32.** 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

- 33.** The maximum number of directors shall be 15.

Eligibility

- 34.** A person shall not be eligible for election/appointment as a director unless he/she is a member of the company or has been nominated for election/appointment as a director by a member which is a corporate or unincorporated body.

Election, retiral, re-election

- 35.** At each annual general meeting, the members may (subject to article 33) elect any member (providing he/she is willing to act) to be a director.
- 36.** The directors may at any time appoint any member (providing he/she is willing to act) to be a director (subject to article 33).
- (a) A member which is a corporate body may (subject to article 36(b)) nominate any individual for election/appointment as a director, he she will then be deemed to be a member of the company for articles 35 and 37.
- (b) No more than one individual nominated under article 36(a) by each corporate or unincorporated member may serve as a director at any given time.
- 37.** At each annual general meeting, all of the directors shall retire from office - but shall then be eligible for re-election.

Termination of office

- 38.** A director shall automatically vacate office if:
- (a) he/she 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 becomes debarred under any statutory provision from being a charity trustee
- (c) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
- (d) he/she ceases to be a member of the company or (if he/she was nominated by a corporate or unincorporated body) the body which nominated the individual ceases to be a member of the company.
- (e) he/she becomes an employee of the company
- (f) he/she resigns office by notice to the company
- (g) he/she is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office
- (h) he/she is removed from office by ordinary resolution (special notice having been given) in pursuance of section 303 of the Act.

Register of directors

- 39.** The directors shall maintain a register of directors, setting out full details of each director, the name of the corporate/unincorporated body which nominated each director (if applicable), the date on which each such person became a director, and the date on which any person ceased to hold office as a director.

Office-bearers

- 40.** The directors shall elect from among themselves a chair and a treasurer, and such other office bearers (if any) as they consider appropriate.
- 41.** All 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.
- 42.** A person elected to any office shall cease to hold that office if he/she ceases to be a director, or if he/she resigns from that office by written notice to that effect.

Powers of directors

- 43.** Subject to the provisions of the Act, the memorandum of association 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.
- 44.** A meeting of the directors at which a quorum is present may exercise all powers exercisable by the directors.

Personal interests

- 45.** 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 will be debarred (in terms of article 57) from voting on the question of whether or not the company should enter into that arrangement.
- 46.** 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 is a partner or any limited company of which he/she is a substantial shareholder or director (or any other party who/which is deemed to be connected with him/her for the purposes of section 317 of the Act), has a personal interest in that arrangement.
- 47.** Provided
 - (a) he/she has declared his/her interest
 - (b) and has not voted on the question of whether or not the company should enter into the relevant arrangement
 - (c) the requirements of articles 49 are complied with,a director will not be debarred from entering into an arrangement with the company in which he/she has a personal interest (or is deemed to have a personal interest under article 48) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.
- 48.** 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 duties as a director.
- 49.** 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)

50. 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.

Procedure at directors' meetings

51. Any director may call a meeting of the directors or request the secretary to call a meeting of the directors.

52. 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.

53. 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 4 directors.

54. 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.

55. Unless he/she is unwilling to do so, the chair of the company shall preside as chairperson at every directors' meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the directors present shall elect from among themselves the person who will act as chairperson of the meeting.

56. 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.

57. 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 has a personal interest which conflicts (or may conflict) with the interests of the company; he/she must withdraw from the meeting while an item of that nature is being dealt with.

58. For the purposes of article 57, 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 is a partner or any limited company of which he/she is a substantial shareholder or director, has a personal interest in that matter.

59. A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he/she is not entitled to vote.

60. 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 57 to 59.

Conduct of directors

61. Each of the directors shall, in exercising his/her functions as a director of the company, act in the interests of the company; and, in particular, must
- (a) seek, in good faith, to ensure that the company acts in a manner which is in accordance with its objects (as set out in the memorandum of association)
 - (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
 - (d) ensure that the company complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Delegation to sub-committees

62. 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.
63. Any delegation of powers under article 61 may be made subject to such conditions as the directors may impose and may be revoked or altered.
64. The rules of procedure for any sub-committee shall be as prescribed by the directors.

Operation of bank accounts

65. 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

66. The company secretary shall be appointed by the directors for such term, at such remuneration (if any), and upon such conditions, as they may think fit; the company secretary may be removed by them at any time.

Minutes

67. 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.

Accounting records and annual accounts

- 68.** The directors shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
- 69.** 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.
- 70.** No member shall (unless he/she 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

- 71.** Any notice which requires to be given to a member under these articles shall be given either in writing or by way of an electronic communication; such a notice may either 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/it 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 way of an electronic communication.
- 72.** Any notice, if sent by post, shall be deemed to have been given at the expiry of 24 hours after posting; 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.
- 73.** Any notice contained in an electronic communication shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any electronic communication was 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

- 74.** If the company is wound up, the liquidator shall give effect to the provisions of clause 7 of the memorandum of association.

Indemnity

- 75.** Every director or other officer or auditor of the company shall be indemnified (to the extent permitted by section 309A, 309B and 310 of the Act) out of the assets of the company against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her 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 favour or in which he/she 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.

76. 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 office, and such insurance may extend to liabilities of the nature referred to in section 309A(1) of the Act (negligence etc. of a director).

Interpretation

77. In these articles,

"the Act" means the Companies Act 1985; any reference in these articles to a provision of the Act shall be taken to include any statutory modification or re-enactment of that provision which is in force at the time;

"electronic communication" has the same meaning as is assigned to that expression in the Electronic Communications Act 2000.

78. Reference in these articles to the singular shall be deemed to include the plural.

Names and addresses of subscribers

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Virginia Anderson, Flat 0/2, 12 Dollar Terrace, Glasgow G20 0BG

Dated

Witness to the above signatures:-

Karen McGavock, 67 Harvie Avenue, Glasgow G77 6LH, Administrator