



Advocacy Into Action

Memorandum
and Articles of Association

Contents	Page number
About the Company	3
About Members	4
How to become a Member	5
Who Directors are	6
What Directors do	7
Management Committee meetings	8
Annual General meetings	9
Company money	10
Notes	11

Notes

Company Money

- The Directors are responsible for the company's money
- They must make sure that proper accounts are kept according to law
- Annual accounts must be presented to the Annual General Meeting
- The Directors decide on who can sign cheques and authorise payments. These people are called signatories
- At least two Directors need to be signatories



About the Company



- The name of the company is
Advocacy Into Action
- Its registered office is
27 West Bridge Street
Falkirk
FK1 5RJ
- It promotes the welfare of people with learning disabilities
- It works with other organizations to do this
- It helps people be fully involved in decisions which affect them, their families and their carers
- It aims to help people understand their rights
- The company has Members, Directors and Employees

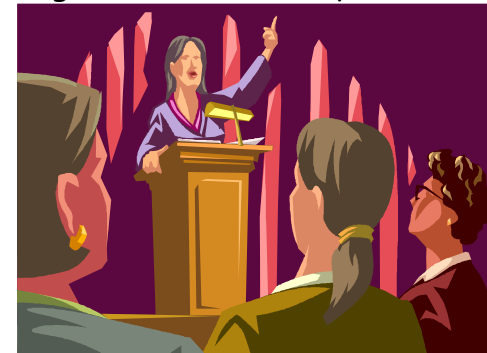
About Members

- Members elect people to be Directors
- Members can go to Annual General Meetings and vote at them
- Anyone over 16 who has a learning disability can be a member
- Anyone who is a family member of carer of someone with learning disabilities can be a member
- Any person or organisation who is interested in helping the work of the company can also apply to be a member



Annual General Meetings

- The company must have an Annual General Meeting every year
- Anyone can attend but only members can vote
- If a member cannot attend the meeting, they can send someone to represent them, called a proxy
- The member must sign a written proxy form with their representative's name on before the meeting
- There must be at least 10 members at the meeting. This is called a quorum



Management Committee Meetings

- The Directors have regular meetings to discuss company business and the Chairperson chairs the meetings
- A written record of all management committee meetings must be kept, called minutes
- They must include the date of the meeting and the names of those people attending the meeting
- The minutes must be accepted by the Directors as a correct representation of what was said at the meeting
- There must be at least 7 Directors at the meeting. This number is called a quorum
- If there are less than 7 Directors, the meeting must be re-arranged
- If there is an equal number of votes for and against, the Chairperson can vote to decide

How to become a Member

- There is an application form which must be filled in and signed
- Individual Members must pay an annual subscription of £1 which is renewed annually
- If someone doesn't want to be a member any more they must write to the company saying so



Who Directors are

- Directors are elected by the members
- They must be members themselves
- There can be no more than 12 Directors
- Directors stand down at the Annual General Meeting
- Directors can be re-elected by members at the Annual General Meeting

What Directors do

- Directors are in charge of what the company does
- Directors are responsible for the company's money
- Directors are responsible for employees
- Directors can refuse an application for membership

- Directors must organise meetings through the year to discuss company business
- Directors can't be paid for their work for the company
- The Directors elect a Chairperson, a Vice Chairperson, a Treasurer and a Company Secretary, known as office-bearers
- Office bearers must be elected or re-elected after every Annual General Meeting (usually at the first meeting following the Annual General Meeting)
- Office-bearers can hold their positions for up to five years
- Members or Directors cannot be employees

