

THE COMPANIES ACT 2014
COMPANY LIMITED BY GUARANTEE
CONSTITUTION
of
TRANSPARENCY LEGAL ADVICE CENTRE

MEMORANDUM OF ASSOCIATION

Capitalised terms used in this Memorandum of Association shall have the meanings given to those terms in the Articles of Association.

1 NAME

- 1.1 The name of the company is "Transparency Legal Advice Centre" (the "**Company**").

2 COMPANY TYPE

- 2.1 The Company is a company limited by guarantee, to which Part 18 of the Act applies.

3 PRINCIPAL OBJECT

- 3.1 The principal object for which the Company is established is to advance education and benefit the community by operating as an independent law centre pursuant to and regulated by the Solicitors Regulations through the provision of legal advice and other legal services particularly to persons seeking to make or having made disclosures or reports of wrongdoing as provided for in Irish law (including under the Protected Disclosures Act), insofar as this may be done by a body of persons established for charitable purposes and not otherwise.

4 SUBSIDIARY AND ANCILLARY OBJECT

- 4.1 The object set out hereafter is exclusively subsidiary and ancillary to the principal object set out above. This object is to be pursued only for the attainment of that principal object and any income generated therefrom is to be applied for the principal object only. As a subsidiary object:

4.1.1 to arrange, provide organise or promote the provision of legal education, conferences, lectures, seminars, meetings, courses, exhibitions, training and information services and other events.

5 POWERS

- 5.1 The Company shall in addition to the powers conferred on it by law have the following powers which are exclusively subsidiary and ancillary to the principal object and which powers may only be exercised in promoting the principal object. Any income generated by the exercise of these powers is to be applied to the promotion of the principal object:

- 5.1.1 to furnish and provide the Company with such furniture implements, machinery and conveniences as the Company may think desirable;
- 5.1.2 to raise funds and help raise funds for any charitable purpose;
- 5.1.3 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, and to take and accept any gifts of money or property of any description whether subject to any special trusts or not for the purposes of the Company;
- 5.1.4 to carry on any other business which may seem to the Company capable of being conveniently carried on in connection with the above principal object or calculated directly or indirectly to enhance the value of or render profitable any of the Company's property, rights or interests;
- 5.1.5 to promote and further the principal object of the Company in the promotion, arrangement, organisation of or participation in conferences, public or private meetings, discussions, publications or by such other means as may be deemed desirable or necessary;
- 5.1.6 to engage in any business or activity and to undertake, provide and carry out any service or contract of works and provide any facility and carry out any research which is deemed necessary, advantageous or conducive to the attainment of the foregoing principal object;
- 5.1.7 to advertise and make known the Company and its principal object, purposes and aims by such means as may be deemed expedient, and to solicit, receive and hold donations, subscriptions, gifts and bequests of all kinds;
- 5.1.8 to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law, and the doing of all such other things as are incidental or conducive to the attainment of the principal object;
- 5.1.9 to apply for, promote or obtain any order or statute to enable the Company to carry its objects into effect, or for any other purpose it may deem expedient;
- 5.1.10 to acquire and become registered proprietors of copyrights and trade marks and any other form of intellectual property, being incidental or conducive to the attainment of the foregoing principal object;
- 5.1.11 to seek and accept grant aid assistance from the European Union, the government of Ireland, government agencies or local authorities to be applied in accordance with the terms laid down and to enter into any arrangements with the European Commission, the government of Ireland or any other government or agency in the promotion of the principal object of the Company;
- 5.1.12 to do all such other lawful things and to exercise all other powers as are incidental to or are considered by the Company to be desirable or conducive to the attainment of the foregoing principal object of the Company insofar as

they may be done by a person or persons established for charitable purposes and not otherwise;

- 5.1.13 to make, draw, accept, endorse, issue, discount, and otherwise deal with promissory notes, bills of exchange, cheques, letters of credit, circular notes and other mercantile instruments;
- 5.1.14 to acquire by purchase, exchange, lease, fee farm grant or otherwise, whether for an estate in fee simple or for any less estate or interest, whether immediately or reversionary, and whether vested or contingent: any lands, tenements or hereditaments of any tenure, whether subject or not to any charges or encumbrances and to hold, farm and work or manage or to sell, let, alienate, mortgage, lease or charge land, house property, shops, flats, maisonettes, reversions, interests, annuities, life policies and any other property real or personal, movable or immovable, either absolutely or conditionally and either subject or not to any mortgage, charge, ground rent or other rents or encumbrances and to pay for any lands, tenements, hereditaments or assets acquired by the Company in cash or debentures or obligations of the Company, whether fully paid or otherwise, or in any other manner;
- 5.1.15 to guarantee, support or secure, whether by personal covenant or by mortgaging or charging all or any part of the undertaking, property and assets (present and future) of the Company, or all such methods, the performance of the obligations of and the repayment or payment of the principle amounts and interest of any person, firm or company or the dividends or interest of any securities, including (without prejudice to the generality of the foregoing) any company which is the Company's holding company or a subsidiary or associated company;
- 5.1.16 to carry on any other business which may seem to the Company capable of being conveniently carried on in connection with the principal object;
- 5.1.17 to purchase or otherwise acquire and carry on the whole or any part of the business, property, goodwill and assets of any company carrying on or proposing to carry on any business which the Company is authorised to carry on or which can be conveniently carried on in connection with the same, or may seem calculated directly or indirectly to benefit the Company, or possessed of property suitable for the purposes of the Company, and as part of the consideration for any of the acts or things aforesaid or property acquired to undertake all or any of the liabilities of such company or to acquire an interest therein, amalgamate with or enter into any arrangement for sharing profits, or for co-operation, or for limiting competition or for mutual assistance with any such company and to give, issue or accept cash or any shares, debentures or other securities that may be agreed upon, and to hold and retain or sell, mortgage and deal with any shares, debentures or securities so received provided strictly that to do so would be in accordance with the charitable objects of the Company;
- 5.1.18 to promote any company for the purpose of acquiring all or any of the property and/or liabilities of the Company, or if undertaking any business or operations which may appear likely to assist or benefit the Company or to enhance the value of or render more profitable any property, assets or business of the Company, or for any other purpose which may seem directly or indirectly

calculated to benefit the Company provided strictly that to do so would be in accordance with the charitable objects of the Company;

- 5.1.19 to accumulate capital for any purposes of the Company, and to appropriate any of the Company's assets for specific purposes, either conditionally or unconditionally (prior permission to be obtained from Revenue where it is intended to accumulate funds for a period in excess of two (2) years);
- 5.1.20 to enter into any arrangements with any government or authority, supreme, municipal, local or otherwise, or company or association that may seem conducive to the Company's principal object, and to obtain from any such government, authority or association, any charters, contracts, decrees, rights, privileges and concessions and to carry out, exercise and comply with any such arrangements, charters, contracts, decrees, rights, privileges and concessions;
- 5.1.21 to raise or borrow money, and to secure the payment of money by the issue of or upon debentures or debenture stock, perpetual, terminable or otherwise, or bonds or other obligations, charged or not charged upon, or by mortgage, charge, hypothecation, lien or pledge of the whole or any part of the undertaking, property, assets and rights of the Company, both present and future, and generally in such other manner and on such terms as may seem expedient, and to issue any of the Company's securities, for such consideration and on such terms as may be thought fit, including the power to pay interest on any money so raised or borrowed, and also by a similar mortgage, charge, hypothecation, lien or pledge, to secure and guarantee the performance by the Company of any obligation or liability it may undertake, and to redeem or pay off any such securities;
- 5.1.22 to create, maintain, invest and deal with any reserve or sinking funds for redemption of obligations of the Company, or for depreciation of works or stock, or any other purpose to advance the principal object of the Company;
- 5.1.23 to employ, engage and retain all such officers and servants and to appoint, engage and retain or direct the appointment, engagement or retention of such educational, administrative, clerical, financial and other employees, consultants and advisers of any description as may be required for the purposes of the Company and to make all reasonable and necessary provisions for the payment of wages, salaries, pensions, superannuation to or on behalf of employees and their widows, widowers and other dependents;
- 5.1.24 to grant pensions, gratuities, allowances or charitable aid to any person who may have served the Company as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the company and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the pension scheme while employed by the Company; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Company and to subscribe or guarantee money for charitable objects;

- 5.1.25 to promote freedom of contract and to resist, insure against, counteract and discourage interference therewith, to join any lawful federation, union, association or party and to contribute to the funds thereof, or do any other lawful act or thing with a view to preventing or resisting directly or indirectly any interruption of or interference with the Company or any other trade or business or providing or safeguarding against the same, or resisting or opposing any strike, movement or organisation which may be thought detrimental to the interest of the Company or its employees and to subscribe to any association or fund for any such purposes;
- 5.1.26 to procure the Company to be registered or recognised in any foreign country, jurisdiction or place;
- 5.1.27 to pay all or any expenses of, incidental to or incurred in connection with the formation and incorporation of the Company and the raising of its loan capital, or to contract with any person or company to pay the same, and to pay commissions to brokers and others for underwriting, placing, selling or guaranteeing the subscription of any debentures or securities of the Company;
- 5.1.28 to do all or any of the above things in any part of the world, and as principals, agents, contractors, trustees or otherwise, and either by or through trustees, agents, sub-contractors or otherwise and either alone in partnership or conjunction with any person, company or association, and to contract for the carrying on of any operation connected with the Company's principal object by any person, company or association;
- 5.1.29 to write, make, prepare, edit and print, publish, issue and circulate gratuitously or otherwise, reports, periodicals, books, pamphlets, leaflets, articles, films, video tapes, computer software, electronic devices, materials for study or other documents in furtherance of or necessary for the promotion of the principal object of the Company, or procure any of the above acts;
- 5.1.30 to work alongside other organisations and individuals who support the fulfilment of the Company's principal object;
- 5.1.31 to subscribe to any local or other charities;
- 5.1.32 to construct, maintain, and alter any houses, buildings, or works necessary or convenient for the purposes of the Company;
- 5.1.33 to sell, manage, lease, mortgage, dispose of, or otherwise deal with all or any part of the property of the Company and to apply the net proceeds of such sale or mortgage for such charitable purposes of the Company as it may think fit and in particular for all or any of the charitable purposes of the Company;
- 5.1.34 to establish or participate in other companies or associations whether as shareholder or member or otherwise;
- 5.1.35 to take or otherwise acquire, and to hold, membership interests, shares and/or securities of any company or association and to sell, hold, reissue, with or without guarantee, or otherwise deal with same;
- 5.1.36 to establish and support, and to aid in the establishment and support of, any other company or association formed for all or any of the principal object of

the Company and to subscribe to any charitable purposes in any way connected with the principal object of the Company or which may be calculated to further its interests or any of them;

5.1.37 to amalgamate with any companies, institutions, societies or associations which are registered charities and which have objects similar to those of the Company;

5.1.38 to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations with which the Company is from time to time authorised to amalgamate provided strictly that to do so would be in accordance with the charitable objects of the Company;

5.1.39 to transfer all or any part of the property, assets, liabilities and engagements of the Company to any one or more of the companies, institutions, societies or associations with which the Company is from time to time authorised to amalgamate provided strictly that to do so would be in accordance with the charitable objects of the Company;

5.1.40 to receive and administer and allocate grants and gifts made available to the Company for its principal object (and whether or not such grants or gifts are made from such public funds or otherwise) under the terms and conditions attached to such grants and gifts;

5.1.41 to collect all allocations, fees or other amounts payable for facilities and services provided by the Company;

5.1.42 to undertake and execute any trusts or any agency business which may seem directly or indirectly conducive to any of the principal object of the Company; and,

5.1.43 to do all such other lawful things as may be deemed incidental or conducive to the attainment of the above principal object or any of them;

6 LIMITATION ON OBJECTS AND POWERS

6.1 The Company shall not support with its funds or endeavour to impose on or procure to be observed by its Members or others any regulation or restriction which, if an object of the Company, would make it a trade union.

6.2 The above objects shall not be construed in any way so as to render any of them otherwise than exclusively charitable.

6.3 The object and powers contained in clauses 4 and 5 are ancillary and subsidiary to the principal object set out in clause 3.

7 LIMITATION OF LIABILITY

7.1 The liability of the Members is limited.

8 GUARANTEE OF MEMBERS

- 8.1 Every Member undertakes to contribute to the assets of the Company in the event of the Company being wound up while he is a Member or within one year after he ceases to be a Member, for:-

8.1.1 payment of the debt and liabilities of the Company contracted before he ceases to be a Member, and of the costs, charges and expenses of winding up; and

8.1.2 the adjustment of the rights of the contributories among themselves,

such amount as may be required not exceeding €1 (EUR 1).

9 WINDING UP

If upon the winding up or dissolution of the Company there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the Members. Instead such property shall be given or transferred to some other company or companies having among its principal object, objects similar to the principal object of the Company. The company or companies to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under and by virtue of clause 10 hereof. The Members shall select the relevant company or companies at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted to the Charities Regulator that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

10 PROHIBITION ON PAYMENTS TO MEMBERS

- 10.1 The income and property of the Company shall be applied solely towards the promotion of its principal object as set forth in this Constitution. No portion of the Company's income and property shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members. No Director shall be appointed to any office of the Company paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Company. However, nothing shall prevent any payment in good faith by the Company of:

10.1.1 reasonable and proper remuneration to any Member, officer or servant of the Company (not being a Director) for any services rendered to the Company;

10.1.2 interest at a rate not exceeding 1% above the Euro Interbank Offered Rate ("Euribor") per annum on money lent by Directors or Members to the Company;

10.1.3 reasonable and proper rent for premises demised or let by any Director or any Member to the Company;

10.1.4 reasonable and proper out-of-pocket expenses incurred by any Director in connection with his attendance to any matter affecting the Company;

10.1.5 fees, remuneration or other benefit in money or money's worth to any company of which a Director may be a member holding not more than one hundredth part of the issued capital of such company; or,

10.1.6 Nothing shall prevent any payment by the Company to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, (as for the time being amended, extended or replaced).

11 APPROVALS, ALTERATIONS OR AMENDMENTS

11.1 The Company must ensure that the Charities Regulator has a copy of its most recent Constitution. If it is proposed to make an amendment to the Constitution which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

11.2 No amendments of any kind shall be made to the provisions of clauses 9 and 10 of the Memorandum and no amendments shall be made to the Constitution to such extent that they would alter the effect of clauses 9 and 10 of the Memorandum, such that there would be non-compliance with the requirements of section 1180 of the Act.

12 REVENUE COMMISSIONERS ENTITLED TO ACCOUNTS

12.1 For so long as the Company benefits from charitable tax exempt status from the Revenue Commissioners, annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

COMPANIES ACT 2014
COMPANY LIMITED BY GUARANTEE
CONSTITUTION
OF
TRANSPARENCY LEGAL ADVICE CENTRE
ARTICLES OF ASSOCIATION

1 PRELIMINARY

1.1 Definitions

In these Articles:

"Act" means the Companies Act 2014 (as may be amended from time to time);

"Articles" means these Articles of Association;

"Board" means the board of Directors for the time being and from time to time of the Company;

"Charities Act" means the Charities Act 2009 (as may be amended from time to time);

"Charities Regulator" means the Charities Regulatory Authority, a body established by Section 13 of the Charities Act to perform the functions conferred on it by the Charities Act;

"Constitution" means the Memorandum and the Articles;

"Directors" means the directors for the time being and from time to time of the Company or the directors present at a meeting of the Board and includes any person, from time to time, occupying the position of director by whatever name called;

"Mandatory Provision" means a provision of any of Parts 1 to 14 or Part 18 of the Act (together with any statutory modification thereof in force at the date on which these Articles become binding on the Company) that applies to companies limited by guarantee and that is not an Optional Provision;

"Member" means a member of the Company from time to time;

"Memorandum" means the Memorandum of Association of the Company;

"month" means a calendar month;

"Optional Provision" means a provision of any of Parts 1 to 14 or Part 18 of the Act (together with any statutory modification thereof in force at the date on which these Articles become binding on the Company) that applies to companies limited by guarantee and that:

- (a) contains a statement to the effect, or is governed by a provision elsewhere to the effect, that the provision applies save to the extent that the Constitution provides otherwise or unless the Constitution states otherwise; or
- (b) is otherwise of such import;

"Protected Disclosures Act" means the Protected Disclosures Act 2014, as may be amended from time to time, and includes any legislation referred to therein;

"Secretary" means any person appointed to perform the duties of the secretary of the Company, and shall include any temporary, assistant or acting secretary;

"Seal" means the common seal of the Company;

"Solicitors Regulations" means the Solicitors Acts 1954-2002 (Independent Law Centres) Regulations 2006 (SI 103/2006), as may be amended from time to time;

"State" means the territory of the Republic of Ireland; and

"year" means a calendar year.

1.2 Interpretation

1.2.1 Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender shall include the feminine gender. Words importing persons shall include corporations.

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

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

1.2.4 Headings and footnotes used in this Constitution are for convenience of reference only and shall not be considered to form part of this Constitution.

1.2.5 Subject to the requirements of any Mandatory Provision, to the greatest extent possible the provisions of this Constitution shall take precedence over the provisions of the Act.

1.2.6 The Optional Provisions of the Act listed in column 1 below shall not apply to the Company. To the extent that a given Optional Provision has been replaced by or restated in or dis-applied by these Articles or by the Memorandum, this is identified in column 2 below.

	COLUMN 1	COLUMN 2
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	OPTIONAL PROVISION OF THE ACT	CORRESPONDING PROVISION OF THESE ARTICLES (IF ANY)
(A)	Section 43(2)(a) and (b) (common seal);	Restated at Article 10.1.1 and 10.1.2
(B)	Section 43(3) (common seal);	Restated at Article 10.1.3
(C)	Section 144(3)(a) (appointment of directors);	Replaced by a bespoke provision at Articles 5.2 and 5.3
(D)	Section 144(3)(b) (directors may fill a casual vacancy);	Restated at Article 5.2.4
(E)	Section 144(3)(c) (directors appointed by casual vacancy hold office until next annual general meeting);	Restated at Article 5.3.7
(F)	Section 144(3)(d) (company may increase or reduce the number of directors);	Restated by Article 5.3.6
(G)	Section 144(3)(e) (company may appoint another person in place of a removed director);	Restated at Article 5.2.5 and 5.2.6
(H)	Section 148(2) (vacation of office);	Replaced by a bespoke provision at Article 5.4.2
(I)	Section 155(2) (remuneration of directors set by the directors);	Dis-applied – No remuneration for Directors (as detailed at clause 10 of the Memorandum)
(J)	Section 155(3) (directors expenses);	Restated at clause 10.1.4 of the Memorandum
(K)	Section 158(1) (business of a company to be managed by its directors);	Restated at Article 5.1.1
(L)	Section 158(2) (directions given by a company do not invalidate prior acts of the directors);	Restated at Article 5.1.1(C)
(M)	Section 158(3) (directors of the company may exercise powers to borrow, mortgage or charge);	Restated at Article 6.1.1
(N)	Section 158(4) (directors may delegate their powers to	Restated at Article 8.1.1 and 8.1.2

	committees);	
(O)	Section 159 (managing director);	Dis-applied - No managing director
(P)	Section 160(1) (directors may meet for the dispatch of business);	Restated at Article 7.1.1
(Q)	Section 160(2) (questions arising at a meeting of the directors shall be decided by a majority of votes);	Restated at Article 7.2
(R)	Section 160(3) (summoning meetings of the directors);	Restated at Article 7.1.3
(S)	Section 160(4) (notice of meetings of the directors);	Restated at Article 7.1.4
(T)	Section 160(6) (quorum for meeting of directors);	Replaced by a bespoke provision at Article 7.3.1
(U)	Section 160(7) (directors acting below a quorum);	Restated at Article 7.3.2
(V)	Section 160(8) (directors may elect a chairperson);	Restated at Article 5.5
(W)	Section 160(9) (directors may establish committees);	Restated at Article 8.1.1
(X)	Section 160(10) (a committee may elect a chairperson);	Replaced by a bespoke provision at Article 8.2.1
(Y)	Section 160(11) (a committee may meet and adjourn);	Restated at Article 8.2.2
(Z)	Section 160(12) (questions arising at a committee meeting shall be decided by a majority of votes);	Restated at Article 8.2.3
(AA)	Section 161(1) (written resolutions of directors);	Restated at Article 7.1.5
(BB)	Section 161(5) (taking effect of counterpart resolutions);	Replaced by a bespoke provision at Article 7.1.5
(CC)	Section 161(6) (joining meetings by telephonic or electronic means);	Restated at Article 7.1.6
(DD)	Section 164 (signing, drawing etc. of negotiable instruments and receipts);	Restated at Article 6.2.1
(EE)	Section 165 (alternate directors);	Dis-applied – no alternates

(FF)	Section 181(6) (accidental omission to give notice of a meeting);	Restated at Article 3.2.5
(GG)	Section 182(2) (quorum for general meeting);	Replaced by a bespoke provision at Article 4.2.1
(HH)	Section 182(5) (dissolution and adjournment of general meeting);	Replaced by a bespoke provision at Article 4.2.3
(II)	Section 183(1) as modified by Section 1205 (proxies);	Restated at Article 4.6.1
(JJ)	Section 183(3) (no entitlement to appoint more than one proxy);	Restated at Article 4.6.2
(KK)	Section 183(6) (time for receipt of proxies);	Replaced by a bespoke provision at Article 4.6.4
(LL)	Section 186(d) (business of annual general meeting – election and re-election of directors);	Explicitly adopted at Article 4.1
(MM)	Section 187(2) (chair of general meetings);	Restated at Article 4.3
(NN)	Section 187(4) – (6) (proceedings at meetings);	Restated at Article 4.4
(OO)	Section 187(7)(a) and (b) (resolutions put to vote at general meeting);	Replaced by bespoke provisions at Article 4.5.1 and Article 4.5.6
(PP)	Section 187(8) (chairperson entitled to a second or casting vote at general meeting);	Restated at Article 4.5.8
(QQ)	Section 188(6) as modified by Section 1206 (entitlement of members to vote at general meeting where monies payable to the company are in arrears);	Restated at Article 4.5.11
(RR)	Section 188(7) (objections to the qualification of voters);	Restated at Article 4.5.5
(SS)	Section 188(8) (objection to be referred to the chairperson);	Restated at Article 4.5.5
(TT)	Section 189(4) (taking of polls in such manner as the chairperson directs);	Restated at Article 4.5.6
(UU)	Section 189(5) (certain polls to be	Restated at Article 4.5.9

	taken forthwith);	
(VV)	Section 189(6) (certain polls to be taken at such time as the chairperson directs);	Restated at Article 4.5.9
(WW)	Section 218 (notices);	Replaced by Article 13
(XX)	Section 230(b) (power of director to act in a professional capacity for the company);	Modified by clause 10 of the Memorandum
(YY)	Section 618(1)(b) (distribution of property of a company on a winding up);	Dis-applied - not applicable to a charity (distribution of assets addressed at clause 9 of the Memorandum)
(ZZ)	Section 1196 (rotation of directors);	Replaced by a bespoke provision at Article 5.3
(AAA)	Section 1197(2) (remuneration of directors set by the company);	Dis-applied – No remuneration for Directors (as detailed at clause 10 of the Memorandum)
(BBB)	Section 1197(3) (directors expenses);	Restated at clause 10.1.4 of the Memorandum
(CCC)	Section 1199(8) (directors may require a member to resign by service of notice);	Replaced by a bespoke provision at Article 2.2.4
(DDD)	Section 1199(9) (every member shall have one vote);	Restated at Article 4.5.3
(EEE)	Section 1206(a) (modifying Section 188(2)) (votes of members);	Restated at Article 4.5.3

2 MEMBERS

2.1 Number of Members

The number of Members at the date of adoption of this Constitution is seven but the Directors may from time to time register an increase or decrease in the number of Members, subject to there being a minimum of three Members for so long as the Company benefits from charitable tax exempt status from the Revenue Commissioners.

2.2 Appointment and Replacement of Members

2.2.1 Those persons registered as Members in the register of members of the Company at the date of adoption of this Constitution and such other persons

as the Directors shall admit to membership, and whose names are entered in the register of members, shall be the Members.

- 2.2.2 A Member may resign his membership by serving notice to that effect upon the Secretary at the registered office of the Company, such resignation to take effect no earlier than the date of service of the notice of resignation.
- 2.2.3 The death of, or bankruptcy of, a Member shall terminate his membership with immediate effect.
- 2.2.4 If any Member shall refuse or wilfully neglect to comply with any of the Articles or shall have been guilty of such conduct as in the opinion of the Directors either shall have rendered him unfit to remain a Member or shall be injurious to the Company or if the Directors shall for any other good reason require that a Member shall be expelled such Member may by a resolution of the Directors be expelled from membership provided that he shall have been given notice of the intended resolution for his expulsion and shall have been afforded an opportunity of giving orally or in writing to the Directors any explanation or defence as he may think fit.

2.3 Members' Rights and Obligations

- 2.3.1 Each Member shall, on request, be entitled to be provided with a certificate of membership.
- 2.3.2 Each Member shall use his reasonable endeavours to promote the principal object and the interests of the Company and shall observe all of the Company's regulations affecting him contained in, or effective pursuant to, this Constitution or the Act.
- 2.3.3 The rights of each Member shall be personal to him and shall not be transferable, transmissible or chargeable by his own act, by operation of law or otherwise.
- 2.3.4 A register shall be kept by the Company containing the names and addresses of all the Members, together with such particulars as may be required by the Act.
- 2.3.5 Save as provided by these Articles, each Member shall be entitled to notice of, and to attend and vote at, general meetings of the Company.

2.4 Annual Subscriptions

- 2.4.1 The Directors shall be entitled from time to time to determine any annual subscriptions to be payable by any Member. Such subscriptions shall be payable in advance of the 1st day of January in each year. A person becoming a Member after the 1st day of January in any year may be required by the Directors to pay the entire annual subscription in respect of that year. In the event that any Member shall cease to be a Member prior to 1st day of January in any year that Member shall not be entitled to any rebate of his annual subscription paid for that year. The terms and conditions attached to life subscriptions shall be determined by the Directors in their absolute discretion from time to time.

3 GENERAL MEETINGS

3.1 General Meetings

- 3.1.1 An annual general meeting shall be held once in every calendar year, at such time (within a period of not more than 15 months after the holding of the last preceding annual general meeting) and place as may be determined by the Board.
- 3.1.2 Subject to the provisions of Section 176 of the Act, general meetings of the Company may be held inside or outside the State.
- 3.1.3 All general meetings other than annual general meetings shall be called extraordinary general meetings.

3.2 Notice of General Meetings

- 3.2.1 Subject to section 181 of the Act, a meeting of the Company, other than an adjourned meeting, shall be called in the case of an annual general meeting or an extraordinary general meeting for the passing of a special resolution, by not less than 21 days' notice, and in the case of any other extraordinary general meeting, by not less than 7 days' notice.
- 3.2.2 A meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in Article 3.2.1, be deemed to have been duly called if it is so agreed by all the Members entitled to attend and vote at the meeting and (unless no statutory auditors of the Company stand appointed in consequence of the Company availing itself of the audit exemption under section 360 or 365 of the Act, and, where relevant, section 399 of the Act has been complied with in that regard), the statutory auditors of the Company.
- 3.2.3 The notice of a meeting shall specify the place, the date and the time of the meeting, the general nature of the business to be transacted at the meeting, in the case of a proposed special resolution, the text or substance of that proposed special resolution and with reasonable prominence a statement that a Member entitled to attend and vote is entitled to appoint a proxy, that a proxy need not be a Member, and the time by which the proxy must be received at the registered office of the Company.
- 3.2.4 In determining whether the correct period of notice has been given by a notice of a meeting, neither the day on which the notice is served nor the day of the meeting for which it is given shall be counted.
- 3.2.5 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 3.2.6 The Directors may, whenever they think fit, convene an extraordinary general meeting and extraordinary general meetings shall also be convened on such requisition or in default may be convened by such requisitionists as are provided for in Section 178 of the Act (as modified by Section 1203 of the Act).
- 3.2.7 If at any time there are not sufficient Directors capable of acting to form a quorum, any Director or any Member may convene an extraordinary general

meeting in the same manner as nearly as possible as that in which meetings may be convened by the Directors.

3.2.8 Notice of every general meeting of the Company shall be given in the manner provided for in these Articles to such persons as are under the Act and these Articles entitled to receive notices from the Company including every Member, every person being a personal representative or the official assignee in bankruptcy of a Member (where the Member but for his death or bankruptcy would be entitled to receive notice of the meeting), and the statutory auditors for the time being of the Company.

3.2.9 Notwithstanding any provision of Article 13, where notice of a general meeting is given by posting by ordinary prepaid post to the usual or notified address of a Member, then, for the purposes of an issue as to whether the correct period of notice for that meeting has been given, the giving of the notice shall be deemed to have been effected on the expiration of 24 hours following posting.

4 PROCEEDINGS AT GENERAL MEETINGS

4.1 Proceedings at General Meetings

4.1.1 The business of the annual general meeting shall include:

- (A) the consideration of the Company's statutory financial statements and the report of the Directors and, unless the Company is entitled to and has availed itself of the audit exemption under section 360 or section 365 of the Act, the report of the statutory auditors on those statements and that report;
- (B) the review by the Members of the Company's affairs;
- (C) the election and re-election of Directors;
- (D) the appointment or re-appointment of the statutory auditors; and
- (E) the fixing of the remuneration of the statutory auditors.

4.2 Quorum for General Meetings

4.2.1 Save as herein otherwise provided, three Members present in person or by proxy shall be a quorum.

4.2.2 No business shall be transacted at any general meeting unless a quorum of Members is present both at the time when the meeting proceeds to business and during the currency of the meeting.

4.2.3 If within half an hour after the time appointed for a general meeting a quorum is not present, then the meeting, if convened upon the requisition of Members shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

4.3 Chairperson of General Meetings

- 4.3.1 The chairperson, if any, of the Board shall preside as chairperson at every general meeting of the Company, or if there is no such chairperson, or if he is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Directors present shall elect one of their number to be chairperson of the meeting.
- 4.3.2 If at any meeting no Director is willing to act as chairperson or if no Director is present within 15 minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairperson of the meeting.

4.4 Adjournment of General Meetings

- 4.4.1 The chairperson may, with the consent of any meeting at which a quorum is present, (and shall, if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 4.4.2 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 4.4.3 When a meeting is adjourned for 29 days or less, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.

4.5 Voting at General Meetings

- 4.5.1 At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:
 - (A) by the chairperson,
 - (B) by at least three Members present in person or by proxy, or
 - (C) by any Member or Members present in person or by proxy and representing not less than 10 per cent of the total voting rights of all the Members concerned having the right to vote at the meeting.
- 4.5.2 At a meeting, a poll may be demanded in relation to a matter (whether before or on the declaration of the result of the show of hands in relation to it). A demand for a poll may be withdrawn by the person or persons who have made the demand.
- 4.5.3 Every Member present in person or by proxy at a general meeting shall have one vote.
- 4.5.4 A member of unsound mind may vote, whether on a show of hands or in a poll, by his committee, receiver, guardian or other person appointed by the Court, and any such committee, receiver, guardian or other person may vote by proxy, on a show of hands or on a poll.

- 4.5.5 No objection shall be raised as to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the chairperson of the meeting whose decision shall be final and conclusive.
- 4.5.6 Unless a poll is so demanded (and the demand not be withdrawn), a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or by a particular majority or lost, and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 4.5.7 Except as provided in Article 4.5.9, if a poll is duly demanded (and the demand is not withdrawn) it shall be taken in such manner as the chairperson directs and the result of the poll shall be deemed to be the resolution, in relation to the matter concerned, of the meeting at which the poll was demanded.
- 4.5.8 Where there is an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
- 4.5.9 A poll demanded on the election of the position of chairperson of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the chairperson of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
- 4.5.10 Subject to Sections 191 to 198 of the Act, a resolution in writing signed by all the Members for the time being entitled to attend and vote on such resolution at a general meeting (or being bodies corporate by their duly authorised representatives) shall be as valid and effective for all purposes as if the resolution had been passed at a general meeting of the Company duly convened and held, and if described as a special resolution, shall be deemed to be a special resolution within the meaning of the Act. A resolution in writing made pursuant to this Article 4.5.10 may consist of one document or two or more documents in like form each signed by one or more Members.
- 4.5.11 No Member shall be entitled to vote at any general meeting unless all moneys immediately payable by him to the Company have been paid.

4.6 **Voting by Proxy**

- 4.6.1 Votes may be given either personally, or by proxy. A proxy shall have the same right as the Member appointing him to speak at the meeting and to vote on a show of hands and on a poll.
- 4.6.2 A Member shall not be entitled to appoint more than one proxy to attend on the same occasion. A proxy need not be a Member.
- 4.6.3 The instrument appointing a proxy (the “**instrument of proxy**”) shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or, if the appointer is a body corporate, either under seal of the body

corporate or under the hand of an officer or attorney of it duly authorised in writing.

- 4.6.4 The instrument of proxy and the power of attorney or other authority, if any, under which it is signed, or a notarially certified copy of that power or authority shall be deposited at the registered office of the Company (or at such other place within the State as is specified for that purpose in the notice convening the meeting), and shall be so deposited not later than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposed to vote, or, in the case of a poll, 48 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.
- 4.6.5 The depositing of the instrument of proxy (or other document) referred to in Article 4.6.4 may, rather than posting or delivering it, be effected by communicating the instrument to the Company by electronic means.
- 4.6.6 An instrument of proxy shall be in the following form or a form as near thereto as circumstances permit:

TRANSPARENCY LEGAL ADVICE CENTRE (the "Company")				
I/ We,		(the "Member") of		
in the County of		being a Member/Members of the		
Company,				
hereby appoint				
of		or failing them of		
as my/our proxy to attend, speak and vote				
for me/us on my/our behalf at the (annual or extraordinary, as the case may				
be) general meeting of the Company to be held on the day of and at any				
adjournment thereof.				
Voting instructions to Proxy				
(choice to be marked with an 'x')				
Number	or	In favour	Abstain	Against
description	of			
resolution:				
1				
2				
3				
Unless otherwise instructed, the proxy will vote as they think fit.				
Signature of Member.....				
Dated: [date].....				

- 4.6.7 The instrument of proxy shall be deemed to confer authority to demand or join in demanding a poll.

- 4.6.8 A vote in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the appointer or revocation of the proxy or of the authority under which the proxy was executed, if no notice in writing of such death, insanity or revocation as aforesaid is received by the Company at the registered office of the Company before the commencement of the meeting or adjourned meeting at which the proxy is used.
- 4.6.9 Any body corporate which is a Member may by resolution of its directors or other governing body authorise such persons as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the body corporate which he represents as that body corporate could exercise if it were an individual Member.

5 BOARD OF DIRECTORS

5.1 Directors' Powers of Management

- 5.1.1 The business of the Company shall be managed by the Directors, who may exercise all such powers of the Company as are not, by the Act or by this Constitution, required to be exercised by the Company in general meeting, but subject to:
- (A) the provisions of this Constitution;
 - (B) the provisions of the Act; and
 - (C) such directions, not being inconsistent with the foregoing provisions, as the Company in general meeting may (by special resolution) give, provided that no direction given by the Company in general meeting shall invalidate any prior act of the Directors which would have been valid if that direction had not been given.
- 5.1.2 The Directors may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the Directors to be the attorney or attorneys of the Company for such purposes and with powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors and under these Articles) and for such period and subject to such conditions as they may think fit, and any such powers of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the Directors may think fit, and may also authorise any such attorney to delegate all or any of the powers, authorities and discretions vested in him.

5.2 Appointment of Directors

- 5.2.1 Any purported appointment of a Director without that Director's consent shall be void.
- 5.2.2 Subject to the provisions of Article 5.2.1, the first Directors shall be those persons determined in writing by the subscribers of this Constitution or a majority of them.
- 5.2.3 The Board shall be comprised of no less than three Directors.

- 5.2.4 The Board shall have power at any time, and from time to time, to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles.
- 5.2.5 Without prejudice to the powers of the Directors under Article 5.2.4, the Company in general meeting may by ordinary resolution appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles.
- 5.2.6 The Company may by ordinary resolution appoint another person in place of a Director removed from office under Article 5.4.1.

5.3 Rotation of Directors

- 5.3.1 At every annual general meeting of the Company one-third of the Directors for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.
- 5.3.2 The Directors to retire in every year shall be those who have been longest in office since the last election, but as between persons who became Directors on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.
- 5.3.3 A retiring Director shall be eligible for re-election twice.
- 5.3.4 The Company, at the meeting at which a Director retires in manner aforesaid, may fill the vacated office by electing a person thereto, and in default the retiring Director shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such Director has been put to the meeting and lost.
- 5.3.5 No person other than a Director retiring at the meeting shall, unless recommended by the Directors, be eligible for election to the office of Director at any general meeting unless, not less than 3 nor more than 21 days before the date appointed for the meeting, there has been left at the office notice in writing, signed by a Member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such a person for election, and also notice in writing signed by that person of his willingness to be elected.
- 5.3.6 The Company may from time to time by ordinary resolution increase or reduce the number of Directors, and may also determine in what rotation the increased or reduced number is to go out of office.
- 5.3.7 Any Director appointed in accordance with Article 5.2.4 shall hold office only until the next annual general meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.
- 5.3.8 A person appointed as a Director in accordance with Article 5.2.6 shall be subject to retirement at the same time as if they had become a Director on the

day on which the Director in whose place they are appointed was last elected a Director.

5.4 Removal of Directors and Vacation of Office

5.4.1 The Company may by ordinary resolution remove any Director before the expiration of his period of office, notwithstanding anything in these Articles or in any agreement between the Company and such Director. Such removal shall be without prejudice to any claim such Director may have for damages for breach of any contract of service between him and the Company.

5.4.2 The office of Director shall be vacated if:

- (A) the Director holds any office or place of profit in the Company save as permitted by Section 89 of the Charities Act (once commenced);
- (B) the Director is disqualified from being a charity trustee of any charitable organisation pursuant to Section 55 of the Charities Act;
- (C) the Director is adjudged bankrupt, or being a bankrupt, has not obtained a certificate of discharge in the relevant jurisdiction, or makes any arrangement or composition with his creditors generally;
- (D) the Director becomes or is deemed to be subject to a disqualification order within the meaning of Chapter 4 of Part 14 of the Act;
- (E) the health of the Director is such that he can no longer be reasonably regarded as possessing an adequate decision making capacity;
- (F) the Director resigns his office by notice in writing to the Company;
- (G) the Director becomes a restricted person within the meaning of Chapter 3 of Part 14 of the Act and the Directors resolve that his office be vacated;
- (H) the Director is convicted of an indictable offence;
- (I) the Director is absent for four or more consecutive meetings of the Board unless the Board otherwise determines;
- (J) the Director is directly or indirectly interested in a contract with the Company and fails to declare the nature of his interest in the manner required by section 231 of the Act;
- (K) the Director is requested in writing by all his co-Directors to resign; or
- (L) the Director no longer holds the position which entitles him to be a Director.

5.5 Chairperson of the Board

5.5.1 The Directors may elect a chairperson of their meetings and determine the period for which he is to hold office, but if no such chairperson is elected, or, if at any meeting the chairperson is not present within 5 minutes after the time

appointed for holding it, the Directors present may choose one of their number to be chairperson of the meeting.

6 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

6.1 Borrowing Powers

- 6.1.1 The Board may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking and property or any part thereof and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligations of the Company or of any third party.

6.2 Specific Duties of the Board

- 6.2.1 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by such person or persons and in such manner as the Directors shall from time to time by resolution determine.
- 6.2.2 The Directors shall cause minutes to be made in books provided for the purpose:
- (A) of all appointments of officers made by the Directors;
 - (B) of the names of the Directors present at each meeting of the Directors and of any committee of the Directors;
 - (C) of all resolutions and proceedings at all meetings of the Company and of the Directors and of committees of Directors.
- 6.2.3 Any such minute, if purporting to be signed by the chairperson of the meeting at which the proceedings were held, or by the chairperson of the next succeeding meeting, shall be evidence of the proceedings.

7 PROCEEDINGS OF THE BOARD OF DIRECTORS

7.1 Regulation of Meetings of the Board of Directors

- 7.1.1 The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit.
- 7.1.2 The Board shall hold a minimum of four meetings every year.
- 7.1.3 A Director may, and the Secretary on the requisition of a Director shall, at any time summon a meeting of the Directors.
- 7.1.4 All Directors shall be entitled to reasonable notice of any meeting of the Directors but, if the Directors so resolve, it shall not be necessary to give notice of a meeting of the Directors to any Director who, being resident in the State, is for the time being absent from the State.
- 7.1.5 A resolution in writing signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors shall be as valid as if it had been

passed at a meeting of the Directors duly convened and held and may consist of several documents in the like form each signed by one or more of the Directors. Any such resolution in writing may consist of several documents in like form, each signed by one or more of the Directors and for all purposes shall take effect upon receipt at the registered office of the Company of all such several documents, by facsimile transmission or otherwise.

7.1.6 Any Director or member of a committee of the Board may participate in a meeting of the Directors or such committee by means of a conference or other telecommunication facility between some or all of the Directors, or as the case may be, members of the committee who are not all in one place, but each of whom is able, (directly or by means of telephonic, video or other electronic communication) to speak to each of the others and to be heard by each of the others. Any Director or member of a committee participating at such a meeting will be deemed to be present in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

7.1.7 All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.

7.1.8 A Director may waive notice of any meeting, and such waiver may be retrospective.

7.2 Voting at Meetings of the Board

7.2.1 Questions arising at any meeting shall be decided by a majority of votes.

7.2.2 Where there is an equality of votes, the chairperson shall have a second or casting vote.

7.2.3 A Director may not vote in respect of any contract in which he is interested or any matter arising thereout.

7.3 Quorum for Meetings of the Board

7.3.1 The quorum necessary for the transaction of the business of the Directors may be fixed by the Directors, and unless so fixed shall be two.

7.3.2 The continuing Directors or a sole Director may act notwithstanding any vacancies in their number, but, if the number of Directors is less than the number fixed for the quorum, they may act only for the purposes of filling vacancies or calling a general meeting.

8 COMMITTEES

8.1 Establishment and Regulation of Committees

8.1.1 The Directors may establish one or more committees, consisting in whole or part of Directors, as they think fit for such purposes, and with such functions as the Directors shall determine and, without prejudice to section 40 of the

Act, the Directors may delegate any of their powers to such person or persons as they think fit, including committees.

8.1.2 Any committee formed by the Directors shall, in the exercise of the powers delegated to it, conform to any regulations that may be imposed on it by the Directors.

8.1.3 All committees established by the Directors shall be responsible to and report to the Directors.

8.2 Proceedings of Committees

8.2.1 A committee may elect a chairperson of its meetings from among its number. If no such chairperson is elected, or if at any meeting the chairperson is not present within 5 minutes after the time appointed for holding the same, the members present may choose one of their number to be chairperson of the meeting.

8.2.2 A committee may meet and adjourn as it thinks proper.

8.2.3 Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present, and where there is an equality of votes, the chairperson shall have a second or casting vote.

9 SECRETARY

9.1 Company Secretary

9.1.1 The Secretary shall be appointed by the Directors for such term and upon such conditions as they may think fit and any Secretary so appointed may be removed by them.

9.1.2 The Directors may appoint an assistant or deputy secretary and any provision in these Articles requiring or authorising a thing to be done by or to the Secretary shall be satisfied by it being done by or to the assistant or deputy secretary.

9.1.3 A provision of the Act or these Articles requiring or authorising a thing to be done by or to a Director and the Secretary shall not be satisfied by its being done by or to the same person acting both as Director and as, or in place of, the Secretary.

9.1.4 The Directors have a duty to ensure that the person appointed as Secretary has the skills or resources necessary to discharge his statutory and other duties.

10 THE SEAL

10.1 Use of the Seal

10.1.1 The Seal shall be used only by the authority of the Board or of a committee of the Board authorised by the Board in that behalf.

10.1.2 Any instrument to which the Seal shall be affixed shall be signed by a Director or by some other person appointed for the purpose by the Directors or by a

foregoing committee of them, and shall be countersigned by the Secretary or by a second Director or by some other person appointed by the Directors or by a foregoing committee of them for that purpose.

10.1.3 If a registered person has been authorised by the Company under Section 39(1) of the Act, the Seal may be used by such person and any instrument to which the Seal shall be affixed when it is used by the registered person shall be signed by that person and countersigned:

- (A) by the Secretary or a Director; or
- (B) by some other person appointed for the purpose by the Directors or a committee of the Directors authorised by the Directors in that behalf.

11 ACCOUNTS

11.1 Preparation and Keeping of Accounts

11.1.1 The Board shall cause adequate accounting records to be kept relating to:

- (A) all sums of money received and expended by the Company and the matters in respect of which the receipt and expenditure takes place;
- (B) the assets and liabilities of the Company; and
- (C) all sales and purchases of goods by the Company.

11.1.2 Adequate accounting records shall be deemed to have been maintained if they explain the Company's transactions and facilitate the preparation of financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of the Company.

11.1.3 The accounting records shall be kept at the registered office of the Company or, subject to Section 283 of the Act, at such other place as the Board thinks fit, and shall at all reasonable times be open to the inspection of the Directors.

11.1.4 The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting records of the Company shall be open to the inspection of Members who are not Directors, and no Member (not being a Director) shall have any right of inspection of any accounting records or document of the Company except as conferred by statute or authorised by the Directors or by the Company in general meeting.

11.2 Laying of Accounts Before Annual General Meeting

11.2.1 The Directors shall from time to time in accordance with Chapter 4 of Part 6 of the Act cause to be prepared and to be laid before the annual general meeting of the Company such profit and loss account, balance sheet, and reports as are required by that Chapter to be prepared and laid before the annual general meeting of the Company.

11.2.2 A copy of the balance sheet (including every document required by law to be annexed thereto) which is to be laid before the annual general meeting of the Company together with a copy of the Directors' report and statutory auditors'

report shall, not less than 21 days before the date of the annual general meeting, be sent to every person entitled under the provisions of the Act to receive them.

12 AUDIT

12.1 Audit

12.1.1 Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act dealing with such matters.

13 NOTICES

13.1 Notices

13.1.1 A notice may be given by the Company to any Member either in writing or by electronic means subject to the provisions of this Article 13.

13.1.2 A notice in writing may be served on or given to the Member in one of the following ways:

- (A) by delivering it by hand to the Member;
- (B) by leaving it at the usual or notified address of the Member;
- (C) by sending it by post in a prepaid letter or by courier to the usual or notified address of the Member; or
- (D) by electronic means.

13.1.3 Any notice served or given in accordance with the provisions of Article 13.1.2 shall be deemed, in the absence of any agreement to the contrary between the Company and the Member, to have been served or given:

- (A) in the case of its being delivered, at the time of delivery (or, if delivery is refused, when tendered);
- (B) in the case of it being left, at the time that it is left;
- (C) in the case of it being posted (to an address in the State) on any day other than a Friday, Saturday or Sunday, 24 hours after dispatch and in the case of its being posted (to such an address):
 - (1) on a Friday – 72 hours after dispatch; or
 - (2) on a Saturday or Sunday – 48 hours after dispatch;
- (D) in the case of it being posted (to an address outside the State) on any day other than a Friday, Saturday or Sunday, 24 hours after dispatch and in the case of its being posted (to such an address):
 - (1) on a Friday – 168 hours after dispatch; or
 - (2) on a Saturday or Sunday – 120 hours after dispatch; or,

(E) in the case of electronic mail, at the time it was sent,

but subject to Section 181(3) of the Act (as reproduced at Article 3.2.9 of these Articles) regarding notice of general meetings.

14 WINDING-UP

14.1 Winding Up

If the Company shall be wound up, the provisions contained in clause 9 of the Memorandum shall be performed and have effect in all respects as if the same were repeated in these Articles.

15 INDEMNITY

15.1 Indemnity

15.1.1 Subject to the provisions of the Act every Director or member of a committee appointed by the Board or any agent of the Board or such a committee, auditors, Secretary and every other officer for the time being of the Company shall be indemnified out of the assets of the Company against any liability incurred by any of them in defending any proceedings, whether civil or criminal, in relation to their acts while acting in such capacity where judgment is given in their favour or in which they are acquitted, or in connection with any application under Section 233 of the Act in which relief is granted to them by the Court.

We, the several persons whose name, addresses and descriptions are subscribed, wish to be formed into a company in pursuance of this Constitution.

NAME, ADDRESSES, AND DESCRIPTIONS OF SUBSCRIBERS

Signature and Name of Subscriber	Address of Subscriber	Description of Subscriber
Susheela Math	133, The Alliance, The Gasworks, Barrow Street, Dublin 4	Solicitor (Law Society of Scotland) and Registered Lawyer (Law Society of Ireland)
Lauren Kierans	Rahona, Millers Weir, Athgarvan, Co. Kildare	Barrister
Patricia Cronin	33 Lower Albert Road, Sandycove, Co. Dublin	Solicitor
Gavin Elliott	4A Kenmare Parade, Phibsborough, Dublin 7	Barrister
Annette Foley	8 Kilbarrack Road, Dublin 5	Barrister
Sarah Jane Barrett	40 Airpark Avenue, Stocking Lane, Rathfarnham, Dublin 16	Legal Consultant
Imelda Higgins	37 Auburn, Howth Road, Clontarf, Dublin 3	Lawyer

Witness of above signatures:

Name: Donncha Ó Giobúin

Address: 109, Richmond Road, Drumcondra, Dublin 3

Dated this 29 day of October 2014