

*Company number: SC485726*

THE COMPANIES ACT 2006

*Company limited by guarantee  
and not having a share capital*

**ARTICLES of ASSOCIATION**

**of**

**MAST-Scotland**

*(also known as MASTS and as Marine Alliance for Science and Technology for Scotland)*

Incorporated on 2 September 2014  
and amended on 14 January 2015

*Registered as a Scottish Charity under Scottish Charity Number SC045259*

J. & H. Mitchell, W.S.  
Pitlochry and Aberfeldy



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*Company limited by guarantee and not having a share capital*

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**of**

**MAST- Scotland**

**1 NAME AND REGISTERED OFFICE**

- 1.1 The name of the company is "MAST-Scotland" (referred to in these Articles as "MASTS").
- 1.2 The Registered Office of MASTS is situated in Scotland.

**2 DEFINITIONS**

- 2.1 The definitions and meanings specified in this Article shall apply throughout these Articles of Association and the two Schedules hereto, as follows:

<b>WORDS</b>	<b>MEANINGS</b>
AGM	- the Annual General Meeting.
Articles	- these Articles of Association, and any ancillary regulations thereunder, in force from time to time.
Board	- the Board of Trustees.
Board of Trustees	- the Board of Directors of MASTS.
Charitable Purposes	- as described in Article 3 on the basis that these fall within section 7 of the Charities Act and are also regarded as charitable in relation to the application of the Taxes Acts.
Charities Act	- the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification and re-enactment thereof for the time being in force.
charity	- a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.
Companies Act	- the Companies Act 2006 as amended and every statutory modification and re-enactment thereof for the time being in force.
Company Secretary	- as described in Article 13.

EGM	- an Extraordinary General Meeting, and any General Meeting which is not an AGM.
Full Members	- those organisations elected as Full Members in terms of Article 5.1.1 (a), the founding Full Members being listed in Schedule 1 hereto.
in writing	- written, printed or lithographed, or partly one and partly another, and other modes of representing or producing words in a visible and non-transitory (albeit electronically-based) form.
members	- all members of MASTS (references to Full Members and Associate Members having the specific meanings ascribed respectively to them in Article 5).
month	- calendar month.
organisation	- any body corporate, unincorporated association, society, federation, authority, agency, union, co-operative, trust, partnership or other organisation (not being an individual person).
property	- any property, assets or rights, heritable or moveable, wherever situated in the world.
Subscribers	- those persons and/or organisations who have subscribed these Articles.
Trust	- MAST-Scotland" (also known by its acronym 'MASTS' which stands for 'Marine Alliance for Science and Technology for Scotland').
Trustee(s)	- Director(s) for the time being of MASTS.

- 2.2 These Articles supersede any model Articles contained within the Companies Act or any regulations pertaining thereto.
- 2.3 Words importing the singular number only shall include the plural number, and *vice versa*.
- 2.4 Words importing the masculine gender only shall include the feminine gender.
- 2.5 Subject as aforesaid, any words or expressions defined in the Companies Act shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.
- 2.6 The three Schedules to these Articles are deemed to form an integral part of these Articles.

### 3 CHARITABLE PURPOSES and POWERS

- 3.1 The Charitable Purposes of MASTS ("the Charitable Purposes") are to advance, and to encourage the advance of, marine science and technology in Scotland and elsewhere, and further thereto:
- 3.1.1 to establish, undertake, manage, enable, encourage and promote research, communication and education across Scotland and elsewhere in relation to marine science and technology, and the marine environment and ecosystems;
  - 3.1.2 to provide information and support to members, other organisations, public bodies and governments and to inform marine policy and management; and
  - 3.1.3 to contribute to and enhance the public's knowledge and understanding of the marine environment and ecosystems.
- 3.2 MASTS shall have powers, but only in furtherance of its Charitable Purposes, as expressed in Schedule 2 annexed to these Articles.

### 4 GENERAL STRUCTURE OF MASTS

The structure of MASTS comprises:

#### 4.1 **Members** -

4.1.1 **Full Members** who have the right to attend and vote at the AGM (and any General Meeting) and have important powers under these Articles and the Companies Act, particularly in electing people to serve as Trustees and taking decisions in relation to any changes to these Articles; and

4.1.2 **Associate Members**, who support MASTS and can attend its General meetings but who have no vote thereat; and

4.2 **Trustees** - who hold regular meetings between each AGM, set the strategy and policy of MASTS, generally control and supervise the activities of MASTS and, in particular, are responsible for monitoring its financial position and, where there are no employees or managers appointed, are responsible also for the day-to-day management of MASTS.

### 5 MEMBERSHIP

#### 5.1 **Members**

5.1.1 Membership shall be open to:

(a) **Full Members:** those organisations listed at Schedule 1 hereto, which have worked together under an existing Consortium Agreement and have founded and provide support for MASTS, who are the original Full Members, together with any other organisation which is elected by not less than 75% of the current Full Members to become a Full Member also.

(b) **Associate Members:** those organisations which are not elected as Full Members, which support the Charitable Purposes and which wish to become associated with the work of MASTS may apply in terms of Article 5.4 to become Associate Members. Associate Members are not eligible to vote at any General Meeting. Associate Members may be sub-divided into Affiliated, Organisational and Individual (and/or other) membership categories as and when the Board determines, with its being responsible for the criteria (including relative subscription rates) applying to each sub-division and assessing into

which sub-division any potential or existing Associate Member should be.

- 5.1.2 In the event of any decision being required as to the eligibility for Full Membership, whether by new applicants or on a continuing basis by existing members, this is a matter which shall be determined by the unanimous decision of the current Full Members.

## 5.2 **Authorised Representatives of Organisations**

- 5.2.1 Each member which is an organisation shall, within one month of admission to membership, appoint one named Authorised Representative and one Named Depute. The Authorised Representative, whom failing the Named Depute, shall represent and act for such member at all General Meetings of MASTS. The Named Depute may represent and act for such member only in the absence of the Authorised Representative.
- 5.2.2 Any change in the appointment of an Authorised Representative, and/or of a Named Depute, may be made at any time by the appointing member, but only by written notice served by the appointing member to MASTS. Such notice will take effect in respect of any meeting taking place 48 hours or more after receipt of the notice to MASTS to allow sufficient time for the appointing member to serve a copy of the notice to anyone named therein and to enable MASTS to act upon such notification.
- 5.2.3 In the case of any dispute as to the correct Authorised Representative and/or Named Depute serving at any time, the matter will be settled by the Chair in accordance with the most recent notice validly received by MASTS.

## 5.3 **Register of Members**

- 5.3.1 The Board shall maintain a Register of Members, setting out all relevant details of each member and the relative category of membership, together where relevant with details of the Authorised Representative and Named Depute.
- 5.3.2 The Register of Members is open to all members of MASTS.
- 5.3.3 The Register of Members is open to non-members of MASTS, provided that the applicant provides:
- (a) the applicant's name and address;
  - (b) the purpose for which the information is to be used; and
  - (c) whether the information will be disclosed to any other person and, if so, the name and address of that other person and the purpose for which the information is to be used by that other person.

MASTS must within 5 working days either supply the information, subject to the data protection rights of its members, or apply to the Court for an order that the application is not for a proper purpose (and intimate this to the applicant). Where the information is provided, MASTS may charge a fee for providing the information.

## 5.4 **Application for Associate Membership**

- 5.4.1 Any organisation which, wishes to become an Associate Member of MASTS must sign a written application for Associate Membership in the form prescribed, if any, by the Board from time to time and lodge it with MASTS.
- 5.4.2 The Board shall consider such applications for membership promptly and shall inform each applicant whether it has been successful, the decision of the Board in these respects being final.

- 5.4.3 A successful application for membership will not become effective until payment of the appropriate annual membership subscription has been received.

## 5.5 **Membership Subscriptions**

- 5.5.1 All Members shall be required to pay the appropriate annual membership subscription, if any.
- 5.5.2 The Full Members may at each or any AGM fix any annual subscriptions (and, if relevant, different rates thereof for different categories).
- 5.5.3 Only those Members who have paid their current subscription (where these are fixed) are entitled to take part in and vote at any General Meeting.
- 5.5.4 If the membership subscription payable by any Member remains outstanding for more than three calendar months after the date on which it fell due (and providing the Member in question has been given at least one written reminder), the Board may expel that Member from membership.
- 5.5.5 An organisation which ceases (for whatever reason) to be a Member shall not be entitled to any refund of membership subscription.

## 5.6 **Cessation of Full Membership**

Any Full Member, or Authorised Representative or Named Depute thereof appointed in terms of Article 5.2, may no longer serve as such in any one or more of the following events:

- 5.6.1 if it goes into receivership, goes into liquidation, dissolves or otherwise ceases to exist; or
- 5.6.3 if the terms of Article 5.5.4 are invoked by the Board; or
- 5.6.4 if a resolution that a Full Member be expelled is passed by a majority of at least 75% of the Full Members present and voting at a General Meeting, of which not less than 14 days' previous notice specifying the intention to propose such resolution and the grounds on which it is proposed shall have been sent to all Trustees, all Full Members and the Company Secretary, such Full Member being entitled to be heard at that meeting.

## 5.7 **Cessation of Associate Membership**

Any Associate Member, or Authorised Representative or Named Depute thereof appointed in terms of Article 5.2, may no longer serve as such in any one or more of the following events:

- 5.7.1 if by not less than 7 days' prior notice in writing to MASTS it resigns its membership; or
- 5.7.2 if it goes into receivership, goes into liquidation, dissolves or otherwise ceases to exist; or
- 5.7.3 if the terms of Article 5.5.4 are invoked by the Board; or
- 5.7.4 if a resolution that an Associate Member be expelled is passed by a majority of at least 75% of the Full Members present and voting at a General Meeting, of which not less than 14 days' previous notice specifying the intention to propose such resolution and the grounds on which it is proposed shall have been sent to all Trustees, all Full Members and the Company Secretary and also to the Associate Member whose removal is in question, such Associate Member being entitled to be heard at that meeting.

- 5.7 Membership is neither transferable nor assignable to any other individual or organisation.

## **6 GENERAL MEETINGS**

### **6.1 Convening an AGM**

- 6.1.1 The Board may convene one General Meeting as an Annual General Meeting in each year, at such time as it may determine, although the first AGM need not be held in the first year provided that, if it is to be held, it be held within 18 months after the date of incorporation of MASTS.
- 6.1.2 Thereafter, if an AGM is to be held, not more than 15 months shall elapse between the holding of one AGM and the next.
- 6.1.3 The AGM does not need to be held exclusively in one place, provided that, where two or more Full Members are not in the same place as each other, they are all able to communicate together and vote thereat.

### **6.2 AGM Agenda**

The business of each AGM shall include:

- 6.2.1 the report by the Chair on the activities of MASTS;
- 6.2.2 the election of Trustees (where relevant);
- 6.2.3 the election of the Chair (where relevant);
- 6.2.4 the fixing of annual subscriptions;
- 6.2.5 the report of the independent financial examiner;
- 6.2.6 receiving the annual accounts of MASTS; and
- 6.2.7 the appointment of the independent financial examiner.

### **6.3 Convening an EGM**

- 6.3.1 Any three or more Trustees may convene an EGM whenever he or she thinks fit.
- 6.3.2 The Board must convene an EGM within 28 days of a valid requisition. To be valid, such requisition must:
  - (a) be signed by not less than 10% (5% if more than 12 months have elapsed since the last General Meeting) of the Full Members;
  - (b) clearly state the objects of the meeting; and
  - (c) be deposited with MASTS.Such requisition may consist of several documents in like form each signed by one or more requisitionists.
- 6.3.3 Any such meeting convened in terms of this Article shall not be an AGM.

### **6.4 Notice of General Meetings**

- 6.4.1 14 clear days' notice at the least shall be given of every AGM and EGM.
- 6.4.2 The notice shall specify the place, the day and the hour of meeting and, in the case of special business, the specific nature of that business.
- 6.4.3 The notice shall be sent, in the manner specified in Article 16, to all members and to such persons or organisations as are under these Articles or under the Companies Act entitled to receive such notices.
- 6.4.5 With the consent of not less than 90% of the Full Members having the right to attend and vote thereat, a General Meeting may be convened by such shorter notice as they may think fit in the circumstances.
- 6.4.6 The accidental omission to give notice of a General Meeting to, or the non-receipt of such notice by, any members, persons or organisations entitled to receive notice thereof shall not invalidate any resolution passed at or proceedings of any AGM or EGM.

## 6.5 **Chair of General Meetings**

The Chair of MASTS, whom failing the Vice-Chair of MASTS (if any), shall act as chair of each General Meeting. If neither the Chair nor the Vice-Chair is present and willing to act as chair of the meeting within 15 minutes after the time at which the General Meeting in question was due to commence, the Trustees present shall elect from among themselves the Trustee who will act as chair of that meeting.

## 6.6 **Quorum at General Meetings**

6.6.1 The quorum for a General Meeting shall be 20% of the Full Members, present via its Authorised Representative or Named Depute as its proxy in terms of Article 5.2. No business shall be dealt with at any General Meeting, other than the appointment of the chair of the meeting in terms of Article 6.5, unless a quorum is present.

6.6.2 If a quorum is not present within 15 minutes after the time at which the General Meeting was due to commence - or if, during a General Meeting, a quorum ceases to be present - the General Meeting shall stand adjourned to such time and place as may be fixed by the chair of the meeting.

## 6.7 **Voting at General Meetings - General Provisions**

6.7.1 The chair of the meeting (see Article 6.5) shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.

6.7.2 Each Full Member of MASTS is able to attend and speak at any General Meeting and shall have one vote, to be exercised via its Authorised Representative or Named Depute as its proxy in terms of Article 5.2.

6.7.3 Each Associate Member is able to attend and speak at any General Meeting but shall have no vote.

6.7.4 Each Trustee may attend and speak at any General Meeting, but may not vote thereat.

6.7.5 In the event of an equal number of votes for and against any resolution, the chair of the meeting shall not have a casting vote.

6.7.6 The chair of the meeting may permit any other person or persons to attend a General Meeting who otherwise has no right to do so, as an observer or observers. In that event, it shall be at the discretion of the chair of the meeting whether any such observer may be invited to speak thereat.

6.7.7 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair of the meeting whose decision shall be final and conclusive.

## 6.8 **Voting at General Meetings - Special Resolutions**

6.8.1 At any General Meeting a resolution put to the vote of the meeting shall be voted upon by a simple majority of the Full Members who are present and voting thereon, except for decisions relating to any of the following Special Resolutions, which shall require to be decided upon by not less than 75% of the Full Members present and voting thereon (no account therefore being taken of members who abstain from voting or who are absent from the meeting), namely:

- (a) to alter the name of MASTS; or
- (b) to amend the Charitable Purposes; or
- (c) to amend these Articles; or
- (d) to wind up MASTS in terms of Article 20; or



- (e) to purchase or sell any heritable property owned by MASTS or any of its subsidiaries wherever situated; or
  - (f) to form, acquire or dispose of any subsidiary; or
  - (g) to acquire or dispose, whether by MASTS or by any of its subsidiaries, of any shares of any other company or the participation or cessation of participation by MASTS or by any of its subsidiaries in any formal trust or joint venture; or
  - (h) to create or issue or allow to come into being any mortgage, security, charge or other encumbrance upon any part or parts of the property or assets of MASTS or to obtain any advance or credit in any form other than normal trade credit, or to create or issue by any subsidiary of any debenture or loan stock; or
  - (i) to grant any guarantee or indemnity to any party, other than any wholly-owned subsidiary of MASTS; or
  - (j) all other Special Resolutions.
- 6.8.2 An ordinary resolution to be proposed at a General Meeting may be amended if:
- (a) written notice of the proposed amendment is received by MASTS from a member entitled to vote thereat not less than 48 hours before the time appointed for the holding of the meeting or adjourned meeting; and
  - (b) the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.
- 6.8.3 A Special Resolution to be proposed at a General Meeting may be amended if:
- (a) the chair of the meeting proposes the amendment at the General Meeting at which the Special Resolution is to be proposed; and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical, interpretative or other non-substantive error in the Special Resolution.
- 6.8.4 If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

## 6.9 **Voting - Written Resolutions**

- 6.9.1 Ordinary and Special Resolutions may be passed in writing, rather than at a General Meeting, provided that the terms of this Article are followed.
- 6.9.2 An ordinary resolution in writing signed by or on behalf of a simple majority of all the Full Members shall be as valid and effective as if the same had been passed at a General Meeting of MASTS duly convened and held, provided that the terms of this Article are followed.
- 6.9.3 A Special Resolution in writing signed by or on behalf of not less than 75% of all the Full Members shall be as valid and effective as if the same had been passed at a General Meeting of MASTS duly convened and held, provided that the terms of this Article are followed.
- 6.9.4 Written resolutions may not be used either for the removal of a Trustee prior to the expiration of his or her term of office, or for the removal of an independent financial examiner prior to the expiration of his or her term of office.
- 6.9.5 Any written resolution must be issued in hard copy (by hand or by post) or in electronic form (by fax or e-mail), or by means of a website at the same time, to all Full Members on the Circulation Date (that is, the date on which copies of the written resolution are sent to the Full Members).

- 6.9.6 Where such a written resolution is proposed by the Board, it must include the following express statements:
- (a) an explanation to the eligible members how to signify their agreement to the resolution;
  - (b) how it can be sent back by them, and whether in hard copy (by hand or by post) and/or in electronic form (by fax or by e-mail);
  - (c) clarification that a failure to reply will be deemed to be a vote against the resolution in question; and
  - (d) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days after the Circulation Date).
- 6.9.7 Where such a written resolution is proposed by members, the following shall apply:
- (a) the resolution must be requested by not less than 5% of the Full Members (“the members’ request”);
  - (b) the members’ request may be made in hard copy (by hand or by post) or in electronic form (by fax or by e-mail);
  - (c) the members’ request must identify the resolution to be put to members. The Board can reject this if it is, in its opinion, either frivolous, vexatious, defamatory of any person or would be ineffective (whether by reason of inconsistency with any enactment or these Articles or otherwise);
  - (d) the members’ request can include an accompanying statement (not exceeding 1,000 words) which they can require MASTS to issue with the written resolution to all Full Members;
  - (e) within 21 days, MASTS must circulate the resolution and any accompanying statement with the express statements referred to in sub-clause (f) hereof; and
  - (f) MASTS may charge a reasonable fee to the requesting members to cover its costs of circulation of the members’ request.
- 6.9.8 Any such written resolution may consist of several documents in the same form, each signed by or on behalf of one or more Full Members.
- 6.9.9 Once a Full Member has signed and returned a written resolution in agreement thereto, his or her agreement is irrevocable.

## **7 THE BOARD OF TRUSTEES**

7.1 The strategy and affairs of MASTS shall be directed and managed by a Board of Trustees elected in terms of Article 8. The Board may exercise all such powers of MASTS, and do on behalf of MASTS all acts as may be exercised and done by MASTS, other than those required to be exercised or done by the members in General Meeting, and subject always to these Articles and to the provisions of the Companies Act.

### **7.2 Limitation**

The Full Members may, by Special Resolution, direct the Board to take, or to refrain from taking, specified action, but no such Special Resolution shall invalidate anything which the Board may have done prior to the passing of such Special Resolution.

### **7.3 Delegation**

7.3.1 The Board may delegate any of its powers to any sub-committee or persons or person, by such means, to such an extent and on such terms and conditions as it thinks fit, and may at any time revoke such delegation, in whole or in

part, or alter such terms and conditions. If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any sub-committee or persons or person to whom they are delegated.

7.3.2 Any sub-committee so formed or persons or person to whom delegation of powers is made in terms of Article 7.3.1 shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board.

7.3.3 In the case of delegation to any one or more sub-committees, each shall consist of not less than one Trustee and such other person or persons as the Board thinks fit or which it delegates to the committee to appoint. The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board so far as applicable (and, without prejudice to that generality including Articles 12.4.5 and 12.6) and so far as the same shall not be amended or superseded by any specific regulations made by the Board for all or any sub-committees. A sub-committee may invite or allow any person to attend and speak, but not to vote, at any of its meetings. Such sub-committee shall regularly and promptly circulate, or ensure the regular and prompt circulation of, the minutes of its meetings to all Trustees.

#### 7.4 **International Advisory Committee**

The International Advisory Committee for MASTS is a non-executive body appointed by the Governing Council. of MASTS. It will provide advice and strategic guidance to the Board and will be asked to comment upon proposals for changing the strategic direction of the research, but it cannot bind the Board in any respect. Its Terms of Reference are stated in Schedule 3.

#### 7.5 **Number of Trustees**

7.5.1 The number of Trustees shall be not fewer than three at any time.

7.5.2 The Board may act notwithstanding any vacancy in it, but where the number of Trustees falls below the minimum number specified in this Article, it may only do so for the purpose of appointing sufficient Trustees to match or exceed that minimum.

### 8 **TRUSTEES**

#### 8.1 **Composition of Board**

The Board shall comprise:

8.1.1 one individual elected as a Trustee by each of the Full Members in terms of Article 8.2 ("**Elected Trustees**"), some or all of whom will be the Subscribers;

8.1.2 one individual appointed as a Trustee by the Associate Members, acting together as an electoral college in this respect, in terms of Article 8.4 ("**Appointed Trustee**");

8.1.3 one individual appointed as a Trustee by the International Advisory Committee (see Article 7.4), in terms of Article 8.5 ("**Appointed Trustee**");

8.1.4 up to three individuals co-opted as Trustees in terms of Article 8.6 ("**Co-opted Trustees**"); and

8.1.5 one individual elected by the Full Members as Chair of the Board ("**the Chair**") in terms of Article 9.1.

#### 8.2 **Elected Trustees**

8.2.1 On receipt of the Notice for each AGM of MASTS (or if and whenever one or more AGMs are not held, then on an anniversary date set by the Board), each of the Full Members shall serve a written notice on MASTS to intimate the

Trustee being appointed by it at the AGM (or anniversary date). Such written notice must be received by MASTS not less than forty-eight hours before the start of the AGM (or by noon on the anniversary date), failing which the Trustee previously appointed by it shall remain in office.

- 8.2.2 A Full Member may appoint or remove its own appointed Trustee or Trustees at any time, by written notice to that effect served on MASTS not less than forty-eight hours before the Board meeting at which the change is to take effect. Any notice intimated within forty-eight hours of a meeting of the Board or of the members of MASTS shall not take effect until the following Board meeting.

### 8.3 **Alternate Trustees**

An Elected Trustee may appoint an Alternate Trustee to attend any Board meeting on his or her behalf, subject to the following provisions:

- 8.3.1 such an appointment should be made sparingly, in exceptional circumstances only;
- 8.3.2 where such an appointment is made, it does not remove any element of responsibility or liability from the Elected Trustee in question; and
- 8.3.3 where an Alternate Trustee is appointed, the preferred candidate will be a member of the Executive Committee of the MASTS Consortium who has been appointed to that position by the same organisation which has appointed the Elected Trustee in question, failing whom by an individual previously intimated to MASTS by the Elected Trustee in question as his or her Alternate Trustee.

### 8.4 **Appointed Trustee appointed by the Associate Members**

- 8.4.1 On receipt of the Notice for each AGM of MASTS (or if and whenever one or more AGMs are not held, then on an anniversary date set by the Board), the Associate Members, acting as an electoral college, shall communicate or meet in order to agree upon an individual to be appointed by them as an Appointed Trustee and shall serve a written notice on MASTS to intimate the Trustee being appointed by them at the AGM (or anniversary date).
- 8.4.2 Such written notice specified in Article 8.4.1 must be received by MASTS not less than forty-eight hours before the start of the AGM (or by noon on the anniversary date), failing which the previous Appointed Trustee shall remain in office.
- 8.4.2 The Appointed Trustee shall remain in office as a Trustee until the conclusion of the next AGM (or anniversary date) and may continue as a Trustee thereafter either if re-appointed individually in terms of Article 8.4.1, or if there has been no reappointment in terms of Article 8.4.2.

### 8.5 **Appointed Trustee appointed by the International Advisory Committee**

- 8.5.1 On receipt of the Notice for each AGM of MASTS (or if and whenever one or more AGMs are not held, then on an anniversary date set by the Board), the International Advisory Committee shall agree upon an individual to be appointed by it as an Appointed Trustee and shall serve a written notice on MASTS to intimate the Trustee being appointed by it at the AGM (or anniversary date).
- 8.5.2 Such written notice specified in Article 8.5.1 must be received by MASTS not less than forty-eight hours before the start of the AGM (or by noon on the anniversary date), failing which the previous Appointed Trustee shall remain in office.

8.5.2 The Appointed Trustee shall remain in office as a Trustee until the conclusion of the next AGM (or anniversary date) and may continue as a Trustee thereafter either if re-appointed individually in terms of Article 8.5.1, or if there has been no reappointment in terms of Article 8.5.2.

#### 8.6 **Co-opted Trustees**

Up to three individuals may be co-opted from time to time by the Board of Trustees itself, as follows:

8.6.1 Subject to Article 8.6.3, a Co-opted Trustee shall serve until the next AGM after his or her co-option.

8.6.2 A Co-opted Trustee can be re-co-opted by the Board immediately after such next AGM.

8.6.3 A Co-opted Trustee can be removed from office at any time by a simple majority of the Board.

8.6.4 For the avoidance of doubt, a Co-opted Trustee may participate fully in and vote at all Board meetings which he or she attends.

#### 8.7 **Retiral and Deemed Retiral of Trustees**

Any Trustee must cease to be a Trustee if he or she:

8.7.1 is prohibited from being a charity trustee by virtue of section 69(2) of the Charities Act; or

8.7.2 is considered by the Board to have been in serious or persistent breach of either or both of the duties listed in sections 66(1) and 66(2) of the Charities Act, such Trustee being entitled to be heard prior to the Board taking a decision; or

8.7.3 holds any office of profit or is employed by MASTS (except where the provisions of Article 10.4 shall apply); or

8.7.4 has a significant conflict of interest which the Board considers has and is likely to continue to undermine his or her ability to act impartially as a Trustee; or

8.7.5 becomes incapable for medical reasons of fulfilling the duties of his or her office and such incapacity, as certified if necessary by two medical practitioners, is expected to continue for a period of more than six months from the date or later date of such certification; or

8.7.6 is absent (without permission) from more than three consecutive meetings of the Board, and the Board resolves to remove him or her from office; or

8.7.7 resigns as a Trustee by notice in writing to MASTS; or

8.7.8 dies.

#### 8.8 **Principal Duties of Trustees**

As specified in the Charities Act, the principal duties of each Trustee are:

8.8.1 to act in the best interests of MASTS;

8.8.2 to ensure that MASTS acts in a manner consistent with the Charitable Purposes;

8.8.3 to act with the care and diligence which is reasonable to expect of a person who is managing the affairs of another person; and

8.8.4 in circumstances capable of giving rise to a conflict of interest between MASTS and the organisation responsible for the election or appointment of the Trustee to MASTS, to put the interests of MASTS before those of the appointing organisation.

## **9 CHAIR AND VICE-CHAIR**

- 9.1 The Full Members shall at every second AGM of MASTS (or if and whenever one or more AGMs are not held, then on an appropriate anniversary date set by the Board), elect a Chair, who is neither an Elected Trustee nor a Co-opted Trustee, to act as Chair of the Board for a period of two years, renewable.
- 9.2 The Full Members may elect a Vice-Chair of the Board from one of the Elected Trustees or Co-opted Trustees for a period of one year, renewable. There is no expectation that a Vice-Chair would in due course be elected as Chair.

## **10 CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND TRUSTEES**

- 10.1 The income and property of MASTS shall be applied solely towards promoting the Charitable Purposes.
- 10.2 No part of the income or property of MASTS shall be paid or transferred (directly or indirectly) to the members or Trustees of MASTS, whether by way of dividend, bonus or otherwise, except where such members or Trustees are in receipt of income or property of MASTS as a beneficiary of MASTS in terms of the Charitable Purposes.
- 10.3 No Trustee shall be appointed as a paid employee of MASTS.
- 10.4 No benefit (whether in money or in kind) shall be given by MASTS to any member or Trustee except the possibility of:
- 10.4.1 repayment of out-of-pocket expenses to Trustees (subject to prior agreement by the Board); or
  - 10.4.2 reasonable remuneration to a member or any Trustees in return for specific services actually rendered to MASTS (not being of a management nature normally carried out by a director of a company); or
  - 10.4.3 payment of interest at a rate not exceeding the commercial rate on money lent to MASTS by any member or Trustee; or
  - 10.4.4 payment of rent at a rate not exceeding the open market rent for property let to MASTS by any member or Trustee; or
  - 10.4.5 the purchase of property from any member or Trustee provided that such purchase is at or below market value or the sale of property to any member or Trustee provided that such sale is at or above market value; or
  - 10.4.6 payment to one or more Trustees by way of any indemnity where appropriate.

## **11 CONFLICTS OF INTERESTS**

- 11.1 Any Trustee and/or employee who has a personal interest (as defined in Article 11.2) in any prospective or actual contract or other arrangement with MASTS must declare that interest either generally to the Board or specifically at any relevant meeting of MASTS. Where such an interest arises, the provisions within Article 11.3 shall apply.
- 11.2 A personal interest includes the following interests:
- 11.2.1 those of the Trustee or employee in question; and
  - 11.2.2 those of his or her partner or close relative; and
  - 11.2.3 those of any business associate; and

- 11.2.4 those of any firm of which he or she is a partner or employee; and
  - 11.2.5 those of any limited company of which he or she is a director, employee or shareholder of more than 5% of the equity; and
  - 11.2.6 those of any person or organisation responsible for his or her appointment as a Trustee.
- 
- 11.3.1 Whenever a Trustee finds that there is a personal interest, as defined in Article 11.2, he or she has a duty to declare this to the Board meeting in question. In that event, in order to avoid a material conflict of interest arising, the Trustee in question cannot partake in discussions or decisions relating to such matter.
  - 11.3.2 It shall be for the chair of the meeting in question to determine whether the Trustee in question should at the least be required to be absent during that particular element of the meeting. In terms of Article 12.1, where a Trustee leaves, or is required to leave, the meeting in question, he or she no longer forms part of the quorum thereat.
  - 11.3.3 The Board may at any time resolve, but without taking a specific vote on the matter, to authorise any Trustee to continue acting where a real or potential conflict of interest exists in relation to a personal interest of that Trustee, but where it considers that the interests of MASTS have not been nor are likely to be prejudiced as a result. The Trustee in question cannot be considered as part of the quorum for that part of any Board meeting giving consideration to this authorisation.
  - 11.3.4 The Board may resolve at any time to require all Trustees and employees to deliver a Notice of Relevant Interests to the Registered Office (or elsewhere as it may determine), as they arise and at least annually. In that event, the Board shall determine from time to time what additional interests to those listed in Article 11.2, if any, shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained.
  - 11.3.5 If existing, the Register of Interests shall be open for inspection by both the Board and members of MASTS and, with the express prior written approval of the Trustee or employee concerned, by members of the public.

## **12 BOARD MEETINGS**

### **12.1 Quorum**

- 12.1.1 The quorum for Board meetings shall be not less than 50% of all the Trustees. No business shall be dealt with at a Board meeting unless a quorum is present.
- 12.1.2 A Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, he or she is not entitled to vote.

### **12.2 Convening Board Meetings**

- 12.2.1 Meetings of the Board may take place in person or by telephone conference call, video conference call or by any other collective electronic means approved from time to time by the Board.
- 12.2.2 Not less than 14 clear days' notice in writing shall be given of any meeting of the Board at which a decision is to be made in relation to any matter requiring to be decided by Special Resolution (as listed in Article 6.8), which notice shall be accompanied by an agenda and any papers relevant to the matter to be decided. All other Board meetings shall require not less than 7 days' prior notice, unless all Trustees agree unanimously in writing to dispense with such notice on any specific occasion.

12.2.3 A Trustee may and, on the request of a Trustee, the Company Secretary shall, at any time, summon a meeting of the Board by notice served upon all Trustees, to take place at a reasonably convenient time and date.

### 12.3 **Chair of Board Meeting**

The Chair, whom failing the Vice-Chair (if any), shall be entitled to preside as chair of all Board meetings at which he or she shall be present. If at any meeting neither the Chair nor the Vice-Chair is present and willing to act as chair of the meeting within 15 minutes after the time appointed for holding the meeting, the remaining Trustees may appoint one of the Trustees to be chair of the Board meeting, which failing the meeting shall be adjourned until a time when the Chair or Vice-Chair will be available.

### 12.4 **Voting at Board Meetings**

12.4.1 The chair of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote, on a show of hands only, each Trustee present having one vote.

12.4.2 All decisions of the Board shall be by a simple majority at any meeting which is quorate at the time the decision is taken.

12.4.3 The decisions requiring a Special Resolution (listed in Article 6.8) cannot be taken by the Trustees alone, but must be taken also by the Full Members in General Meeting in terms of Article 6.8 and only thereafter acted upon by the Board as directed by the Full Members.

12.4.4 In the event of an equal number of votes for and against any resolution at a Board meeting, the chair of the meeting shall have a casting vote as well as a deliberative vote.

12.4.5 A resolution in writing (whether one single document signed by all or a sufficient majority of the Trustees or all or a sufficient majority of the members of any sub-committee), whether in one or several documents in the same form each signed by one or more Trustees or members of any relative sub-committee as appropriate, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such sub-committee duly convened and constituted.

### 12.5 **Observers**

The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board.

### 12.6 **Minutes**

The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the chair of such meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. The minutes shall be retained for at least 10 years.

### 12.7 **Validation**

12.7.1 All acts *bona fide* done by any Board meeting, or of any sub-committee, or by any person acting as a Trustee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee 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 or had duly continued in office and was qualified to be a Trustee.

12.7.2 No alteration of these Articles and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.

## 12.8 **Ancillary Regulations**

The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Articles, as it deems necessary and appropriate to provide additional explanation, guidance and governance to themselves, members, employees, stakeholders and/or others.

## 13 **COMPANY SECRETARY**

### **Company Secretary**

The Board may appoint a Company Secretary for such term and upon such conditions as it may think fit. The Company Secretary may be removed by the Board at any time, subject to the terms of any prevailing contract.

## 14 **HONORARY PATRON(S)**

The Full Members in General Meeting may, on a proposal from the Board, agree to the appointment of one or more Honorary Patrons of MASTS, to be appointed either for such fixed period (usually of five years) as those Members determine or for an unspecified period until such appointment be terminated by them. The Honorary Patron or Patrons would be entitled to notice of all General Meetings and to attend and contribute to discussion but not vote thereat.

## 15 **FINANCES AND ACCOUNTS**

### 15.1 **Bank Accounts**

The banking account or accounts of MASTS shall be kept in such bank or building society and/or banks or building societies as the Board shall from time to time determine.

### 15.2 **Cheques etc.**

All cheques and other negotiable instruments, and all receipts for monies paid to MASTS, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board shall from time to time by resolution determine.

15.3 The Board shall ensure that all funds and assets of MASTS are applied towards achieving the Charitable Purposes.

### 15.4. **Accounting Records**

The Board shall cause accounting records to be kept in accordance with the requirements of the Companies Act and other relevant regulations.

15.5 The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board shall think fit and shall always be open to the inspection of the Trustees. The Board 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 MASTS or any of them shall be open to the inspection of the members of MASTS.

#### **15.6 Independent Financial Examiner**

Once at least in every year, or as otherwise provided for by the Companies Act, the accounts of MASTS shall be examined by an independent financial examiner, who shall be appointed by the Board on the direction of members in General Meeting.

#### **15.7 Accounts**

At or before each AGM, or otherwise after the Accounts have been approved by the Board, it shall provide the members with a copy of the accounts for the period since the last preceding accounting reference date (or in the case of the first account since the incorporation of MASTS). The accounts shall be accompanied by proper reports of the Board and the independent financial examiner. As an alternative, the Accounts may be available for inspection on the website of MASTS (with all members, Trustees, the Company Secretary and the independent financial examiner being made aware that they are so available for inspection there).

### **16 NOTICES**

16.1. A notice may be served by MASTS upon any member, either personally or by sending it by post, fax, e-mail or other appropriate electronic means, addressed to such member at his or her or its registered address as appearing in the Register of Members.

16.2 Any notice, whether served by post or otherwise, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post or is otherwise dispatched.

16.3 A member present at any meeting of MASTS shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.

16.4 The business of MASTS and all its correspondence with and notification to or from members may be conducted equally validly and effectively if transmitted by fax or e-mail or other appropriate electronic means (except where a member specifically requests all such correspondence and notification by post) or otherwise if publicised on the website of MASTS where MASTS has advised each member of this and has taken due steps to notify by other reasonable means all other members who state that they do not have access to the Internet.

### **17 INDEMNITY**

Subject to the terms of the Companies Act, and without prejudice to any other indemnity, the Trustees, or member of any sub-committee, the Company Secretary, Treasurer and all employees of MASTS shall be indemnified out of the funds of MASTS against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may respectively incur or sustain, in connection with or on behalf of MASTS and each of them shall be chargeable only for so much money as he or she may actually receive and they shall not be answerable for the acts, receipts, neglects or defaults of each other, but each of them for his or her own acts, receipts, neglects or defaults only.

## **18 ALTERATION OF ARTICLES OF ASSOCIATION**

Subject to the terms of Article 6.8, no alteration in these Articles may at any time be made unless by the decision of not less than 75% of the Full Members present (in person or by proxy) and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose.

## **19 LIMIT OF LIABILITY**

19.1 The liability of the members is limited.

19.2 Every member of MASTS undertakes to contribute such amount as may be required (not exceeding £1) to the property of MASTS if it should be wound up whilst it is a member or within one year after it ceases to be a member (for whatever reason), for payment of its debts and liabilities contracted before it ceases to be a member, and of the costs, charges and expenses of winding up.

## **20 DISSOLUTION**

20.1 The winding-up of MASTS may take place only on the decision of not less than 75% of its Full Members who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose.

20.2 If, on the winding-up of MASTS, any property remains, after satisfaction of all its debts and liabilities, such property shall be given or transferred to any one or more charities having the same or a similar object to the Charitable Purposes.

20.3 The charity or charities to which the property is to be transferred in terms of Article 20.2 shall be determined on the decision of not less than 75% of the Full Members of MASTS who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose or, failing that, by a decision of not less than 75% of the Board or, failing that, as determined by an arbiter to be chosen amicably by the Board or, failing such amicable choice, as determined by the Sheriff of Tayside, Central and Fife at Perth (or any successor thereto), whose decision shall be final and binding upon MASTS.

20.4 If MASTS is a charity at the time that its winding-up is decided upon in terms of this Article, the prior consent of the Office of the Scottish Charity Regulator (or any successor thereto) must be obtained in terms of Section 16 of the Charities Act.

### *Annexation*

**Schedule 1** Full Members

**Schedule 2** Powers

**Schedule 3** Terms of Reference of International Advisory Committee

## Schedule 1

### **The original Full Members of MASTS**

Further to Article 5.1.1 (a), the original Full Members of MASTS at the time of its incorporation are:

- 1 **The UNIVERSITY COURT OF THE UNIVERSITY OF ABERDEEN**, a charity registered in Scotland under Scottish Charity Number SC013683 and having its registered office at King's College, Regent Walk, Aberdeen AB24 3FX;
- 2 **EDINBURGH NAPIER UNIVERSITY**, a university established in Scotland and having its principal office at Craiglockhart Campus, Edinburgh EH14 1DJ;
- 3 **The UNIVERSITY COURT OF THE UNIVERSITY OF GLASGOW**, incorporated under The Universities (Scotland) Act 1889, having its principal office at University Avenue, Glasgow G12 8QQ and registered as a Scottish charity under Scottish Charity Number SC004401 (under the charity name of 'University of Glasgow Court');
- 4 **HERIOT-WATT UNIVERSITY**, a university established in Scotland and having its principal office at Riccarton, Edinburgh EH14 4AS;
- 5 The **UNIVERSITY OF THE HIGHLANDS AND ISLANDS**, a limited company registered in Scotland number SC148203, Scottish Charity number SC022228 and having its registered office at 12B Ness Walk, Inverness IV3 5SQ;
- 6 **THE UNIVERSITY COURT OF THE UNIVERSITY OF ST ANDREWS**, incorporated by the Universities (Scotland) Act 1889, as amended by the Universities (Scotland) Act 1966, and having its principal office at College Gate, North Street, St Andrews, Fife KY16 9AJ;
- 7 **SCOTTISH MINISTERS (acting through MARINE SCOTLAND SCIENCE)**, Marine Laboratory, PO Box 101, 375 Victoria Road, Torry, Aberdeen, AB11 9DB;
- 8 **THE UNIVERSITY OF STIRLING**, a university established in Scotland by charter dated 14th December 1967, (and registered as a charity in Scotland, registration number SC011159) having its principal office at Stirling FK9 4LA; and
- 9 **THE UNIVERSITY OF STRATHCLYDE** incorporated by Royal Charter and having its principal office at 16 Richmond Street, Glasgow, G1 1XQ.

## Schedule 2

### **Powers available to MASTS**

Further to Article 3.2, MASTS shall have the following powers (but only in furtherance of the Charitable Purposes) and declaring that the order in which these Powers are listed or the terms of the sub-headings above are of no significance in terms of their respective priority which shall be deemed to be equal, namely:

#### **1 General**

- 1.1 to encourage and develop a spirit of voluntary or other commitment by individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist MASTS to achieve the Charitable Purposes;
- 1.2 to provide advice,, training, tuition, expertise and assistance;
- 1.3 to promote and carry out research, surveys and investigations and develop initiatives, projects and programmes;
- 1.4 to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute articles, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;

#### **2 Property**

- 2.1 to purchase, take on lease, hire, or otherwise acquire any property suitable for MASTS and to construct, convert, improve, develop, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate or arrange for the professional or other appropriate management and operation of MASTS's property;
- 2.2 to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of MASTS;
- 2.3 to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;

#### **3 Employment**

- 3.1 to employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate by the Board for the proper conduct of the activities of MASTS;

#### **4 Funding and Financial**

- 4.1 to accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust;
- 4.2 to borrow or raise money for the Charitable Purposes and the activities of MASTS and, subject both to Board approval and to the Full Members passing a Special Resolution in terms of Article 6.8.1, to give security in support of any such borrowings by MASTS and/or in support of any obligations undertaken by MASTS;
- 4.3 to set aside funds not immediately required as a reserve or for specific purposes;
- 4.4 to open, operate and manage bank and other accounts and to invest any funds which are not immediately required for the activities of MASTS in such investments as may be considered appropriate and to dispose of, and vary, such investments;
- 4.5 to make grants or loans of money and to give guarantees;

**5 Development**

- 5.1 to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the Charitable Purposes;
- 5.2 to establish, operate and administer and/or otherwise acquire any separate trading company or association, whether charitable or not;
- 5.3 to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of MASTS and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charity;
- 5.4 to enter into contracts to provide services to or on behalf of others;

**6 Insurance and Protection**

- 6.1 to effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees);
- 6.2 to oppose, or object to, any application or proceedings which may prejudice the interests of MASTS;

**7 Ancillary**

- 7.1 to pay the costs of forming MASTS and its subsequent development;
- 7.2 to carry out the Charitable Purposes in any part of the world as principal, agent, contractor, trustee or in any other capacity; and
- 7.3 to do anything which may be incidental or conducive to the Charitable Purposes so long as these are charitable.

## **Schedule 3**

### **Terms of Reference of the International Advisory Committee**

Further to Article 7.4, the Terms of Reference of the International Advisory Committee (IAC) are as follows.

#### **1. Status**

The IAC is a non-executive body appointed by the MASTS Governing Council. It provides advice and strategic guidance on overall programme implementation, direction and coherence. It will not be required to undertake quality reviews of the research being undertaken within MASTS but it will be asked to comment upon proposals for changing the strategic direction of the research.

#### **2. Role**

The IAC will provide its comments to the Board of Trustees and will comment upon:

- 2.1 the quality and delivery of research and in particular it will:
  - comment upon the strategic direction of the research in MASTS;
  - comment upon the quality of research outputs from MASTS;
  - when appropriate, comment upon outputs and the quality of applications for membership and associate membership;
  
- 2.2 the operation of MASTS and in particular it will:
  - advise on progress towards milestones and objectives;
  - when requested, advise about appointments being made by MASTS;
  - where appropriate, bring to the attention of MASTS issues that it should seek to address concerning its interaction with stakeholders and the wider community;
  - provide comment about the development of the MASTS Graduate School;
  - advise on progress and (re)structuring of the Research Themes and Forums;
  - provide advice on selection/funding of small grant projects;
  - be responsible for reviewing any reports being sent to the SFC at the end of the current funding period.

#### **3 Composition**

- 3.1 There will be a maximum of 18 members of the IAC.
- 3.2 The IAC will have an independent Chair of such stature and experience in a field relevant to marine science, education, industry or public service to command wide respect.
- 3.3 A Deputy Chair from within the IAC will be appointed by the Chair. The Deputy Chair will support the Chair in leading the IAC and may chair meetings of the IAC in the absence of the Chair.

- 3.4 The Director of Research at the Scottish Funding Council, and senior representative of Natural Environment Research Council (NERC) will be *ex officio* members of the IAC. The Director of the National Oceanographic Centre as an appointed IAC member may represent NERC. All other members will serve in a personal capacity and will not act as representatives of any particular organisation or group.
- 3.5 Other members of the IAC will be drawn from the scientific and user communities. They will be appointed by the MASTS Governing Council on the basis of their individual expertise and experience, taking into account the balance of coverage of the stakeholder community and of scientific expertise relevant to the programme.
- 3.6 The term of the initial appointment will be up to 5 years with possible extension for up to further 3 years.
- 3.7 Changes in IAC membership will, as far as possible, be phased to ensure that approximately a quarter of the members are replaced each year..
- 3.8 The Chair may request that a member of the IAC is replaced should they fail to attend more than three consecutive IAC meetings or no meetings over an 18 month period.
- 3.9 A meeting of the IAC will be quorate if a minimum of 5 IAC members including the Chair or Deputy Chair are present .

#### **4 Mode of operation**

- 4.1 The IAC will meet at least once per year and ideally should convene on an approximately six monthly cycle.
- 4.2 The Executive and Operations Directors of MASTS will attend IAC meetings to receive advice.
- 4.3 The secretariat for the IAC will be provided by the MASTS Executive.
- 4.4 The Scottish Funding Council's policies on vested interests will apply.
- 4.5 The IAC will operate in an open and transparent manner.
- 4.6 Agendas and minutes of meetings will be published.
- 4.7 There will be defined exceptions for business that is reserved as confidential.