

**UKRAINE DEVELOPMENT CHARITY  
STRUCTURES AND PROCEDURES FOR MANAGEMENT**

**5 MAY 2024**

1. The Trustees of the Ukraine Development Charity (“the Charity”) hereby set out the following structures and procedures for management of the Charity.
2. The Charity shall be managed from the premises controlled by the Trustees at 11 Hereford Court, Hereford Road, Harrogate HG1 2PX, England, which is understood to be the centre of operations of the Charity.
3. This address from which the Charity is managed shall not be changed without unanimous resolution of the Trustees or due operation of law or court of competent jurisdiction.
4. The books accounts and documents relating to the management and operation of the Charity shall be kept at this address.
5. The Trustees shall meet at this address to discuss the affairs of the Charity not less frequently than once per month; or, if such a meeting is not practicable in person, such a meeting will take place not less than once a month by conference call or by video call as the case may be.
6. All Trustees shall endeavour to participate in said monthly meetings whether in person or otherwise.
7. Not less than seven days’ notice of said meetings shall be given, in writing by the Chair of the Trustees, save in circumstances of urgency, and an agenda shall be circulated by the Chair of the Trustees containing a list of the matters known to be arising due to be worthy of the Trustees’ discussion.
8. Any Trustee may ask for an additional matter to be placed on the agenda should they consider it appropriate.
9. Matters appropriate for the agenda for the monthly meeting shall include both events that have taken place in the last month that are worthy of the Trustees’ consideration; and anticipated events in the forthcoming month.
10. In exceptional cases, any Trustee may call for a meeting more frequently than once a month, proposing their own agenda, providing seven days’ notice in writing or in the event of particular urgency, less notice.
11. Any management meeting of the Trustees as foreseen in this document shall have its discussions and conclusions minuted, including any dissenting or varying opinions of the Trustees.
12. Copies of the agenda and minutes of the meetings of the Trustees so foreseen shall be kept in physical and/or electronic form at the aforementioned address.
13. From time to time the Trustees may meet at another address in England for the purposes foreseen herein only with the consent of all the Trustees.
14. The principal purpose of the meetings foreseen herein is supervision of the operations of the Charity’s activities in Ukraine.
15. For the purposes of the aforementioned paragraph, the operations of the Charity’s activities in Ukraine shall include but not be limited to financial expenditures of the Charity; income accruing to the Charity; pursuit of the purposes of the Charity; assessment of risks of operating in Ukraine; and a general overview of the situation in Ukraine.
16. However the foregoing shall not limit the reasonable discretion of the Trustees to discuss and make decisions relating to the operation of the Charity in Ukraine in any field of the Charity’s activities, the conduct of the Trustees, or of any other individual or organisation falling within the ambit of the Charity’s functions.