

**CONSTITUTION  
OF  
OLD WELL THEATRE TRUST  
SCIO**

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## **GENERAL**

### **Type of organisation**

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

### **Scottish principal office**

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

### **Name**

- 3 The name of the organisation is Old Well Theatre Trust [SCIO]”.

### **Purposes**

- 4 The organisation’s purposes are: to advance the education of the public in the performing arts and to further public appreciation of the said arts by
  - 4.1 presenting for public performance a balanced range of performances of artistic and cultural merit.
  - 4.2 creating opportunities for public involvement in all aspects of the performing arts and
  - 4.3 providing educational opportunities in the performing arts

### **Powers**

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
  - 5.1 The Trust may purchase, take on lease or in exchange, hire or otherwise acquire heritable or moveable property, or apparatus, machinery, equipment, or other items, and any rights or privileges and to construct, maintain, add to, improve, furnish, equip, and alter any building, erection or works necessary or convenient for the work and objects of the Trust;
  - 5.2 The Trust may sell, let, mortgage, turn to account, manage, exchange, improve, dispose of, or otherwise deal with all or any of the property or assets of the Trust and subject to such terms and conditions as may be thought expedient and to exercise any rights privileges or advantages, servitudes, or other benefits for the time being attached to such property or assets and to undertake, maintain, execute and do all such acts matters and things as the Trust may be obliged or required or ought to do as the owner of such property or assets.

- 5.3 The Trust may undertake and execute any charitable trusts which may lawfully be undertaken by the Trust and may be conducive to its objects;
- 5.4 The Trust may co-operate with and enter into any arrangements with educational authorities, charitable organisations, national authorities, local authorities, persons or associations interested in the work of the Trust and other bodies and associations generally;
- 5.5 The Trust may retain or employ officers, servants, employees, Professional and Technical Advisers as may be necessary for the objects of the Trust
- 5.6 The Trust may accept grants, donations, gifts, loans, subscriptions and other assistance in furtherance of the objects of the Trust and to conform to any proper conditions upon which the same may be made;
- 5.7 The Trust may borrow or raise money for the purposes of the Trust on such terms and on such security as may be thought fit;
- 5.8 The Trust may invest the moneys of the Trust 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 consent (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided;
- 5.9 The Trust may take such steps by personal or written appeals, public meetings, film shows, events, displays, excursions, sales of booklets, advertising matter, souvenirs, food, drink and other refreshments (and to apply for and obtain and renew in the name of the Trust or of any agent or servant authorised by the Trust all or any necessary or proper licences for the purpose of such sales) or otherwise as may from time to time be deemed expedient for procuring contributions or donations or income to enable the Trust to carry out any of its objects which may require such assistance.
- 5.10 The Trust may procure and produce, publish, issue and distribute whether gratuitously or otherwise any newspapers, periodicals, books, pamphlets, leaflets, posters, postcards, photographs, films, recordings, advertisements, appeals or other matter that the Trust may think desirable or expedient for the promotion or furtherance of its objects or any of them.
- 5.11 The Trust may establish, support, subsidise, promote, co-operate or federate with, affiliate or become affiliated to, act as trustees or agents for, or manage or lend money or other assistance to any other educational association society or other body corporate or unincorporated established for charitable purposes only and for all or any of the objects of the Trust.

- 5.12 The Trust may amalgamate with any companies, institutions, societies or associations established for charitable purposes only and having objects altogether or in part similar to those of the Trust;
- 5.13 to transfer all or any part of the property, assets, liabilities and engagements of the Trust to any one or more of the companies, institutions, societies or associations with which the Trust is authorised to amalgamate;
- 5.14 The Trust may effect and keep up any insurance against any risk, loss or liability to which the Trust may be subject;
- 5.15 The Trust may apply for and take all necessary steps to obtain statutory or other powers or privileges required or deemed to be expedient for the furtherance of the objects and work of the Trust and to defray the costs and expenses involved
- 5.16 To do all such other lawful things as are necessary for the attainment of the above objects or any of them and as do not derogate from the charitable nature of such objects:
- 5.17 Provided that (in relation to all of the sub-clauses (5.1) to (5.16) supra:
  - 
  - 5.17.1 In case the Trust shall take or hold any property which may be subject to any trusts, the Trust shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
  - 5.17.2 The objects of the Trust shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
  - 5.17.3 The income and property of the Trust whensoever derived shall be applied solely towards the promotion of the objects of the Trust as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the Members or Directors of the Trust and no Member or Director of the Trust shall be appointed to any office of the Trust paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Trust:-
  - 5.17.4 PROVIDED that nothing herein shall prevent any payment in good faith by the Trust:-
    - 5.17.4.1 of reasonable and proper remuneration to any officer or servant of the Trust including Members and Directors of the Trust in return for any services actually rendered to the Trust;

- 5.17.4.2 of interest on money lent by any Member or Director of the Trust at a rate per annum not exceeding 2 per cent less than the minimum lending rate for the time being prescribed by the Bank of England or 3 per cent whichever is the greater;
  - 5.17.4.3 of reasonable and proper rent for premises demised or let by any Member or Director;
  - 5.17.4.4 to any member of its Board for reasonable out –of-pocket expenses.
- 5.18 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

### **Liability of members**

- 6 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 7 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

### **General structure**

- 8 The structure of the organisation consists of:-
  - 8.1 the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
  - 8.2 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 9 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

### **MEMBERS**

#### **Qualifications for membership**

- 10 All persons interested in actively furthering the objects of the Trust shall be admitted as members of the Trust upon payment of the annual subscription. Employees of the organisation are not eligible for membership.

### **Application for membership**

- 11 Any person who wishes to become a member must sign a written application for membership; the application will then be considered by the board at its next board meeting.
- 12 The board may, at its discretion, refuse to admit any person to membership.
- 13 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit him/her to membership.

### **Register of members**

- 14 The board must keep a register of members, setting out
  - 14.1 for each current member:
    - 14.1.1 his/her full name and address; and
    - 14.1.2 the date on which he/she was registered as a member of the organisation;
  - 14.2 for each former member - for at least six years from the date on he/she ceased to be a member:
    - 14.2.1 his/her name; and
    - 14.2.2 the date on which he/she ceased to be a member.
- 15 The board must ensure that the register of members is updated within 28 days of any change:
  - 15.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
  - 15.2 which is notified to the organisation.
- 16 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

### **Withdrawal from membership**

- 17 Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by him/her; he/she will cease to be a member as from the time when the notice is received by the organisation.

### **Transfer of membership**

- 18 Membership of the organisation may not be transferred by a member.

### **Re-registration of members**

- 19 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.
- 20 If a member fails to provide confirmation to the board (in writing or by e-mail) that he/she wishes to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 19, the board may expel him/her from membership.
- 21 A notice under clause 19 will not be valid unless it refers specifically to the consequences (under clause 20) of failing to provide confirmation within the 28-day period.

### **Expulsion from membership**

- 22 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:-
- 22.1 at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;
- 22.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

## **DECISION-MAKING BY THE MEMBERS**

### **Members' meetings**

- 23 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
- 24 The gap between one AGM and the next must not be longer than 15 months.

- 25 An AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.
- 26 The business of each AGM must include:-
- 26.1 a report by the chair on the activities of the organisation;
  - 26.2 consideration of the annual accounts of the organisation;
  - 26.3 the election/re-election of charity trustees, as referred to in clauses 55 to 58.
- 27 The board may arrange a special members' meeting at any time.

**Power to request the board to arrange a special members' meeting**

- 28 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:
- 28.1 the notice states the purposes for which the meeting is to be held; and
  - 28.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 29 If the board receive a notice under clause 28, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

**Notice of members' meetings**

- 30 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 31 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
- 31.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
  - 31.2 in the case of any other resolution falling within clause 45 (requirement for two-thirds majority) must set out the exact terms of the resolution.
- 32 The reference to "clear days" in clause 30 shall be taken to mean that, in calculating the period of notice,

- 32.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
  - 32.2 the day of the meeting itself should also be excluded.
- 33 Notice of every members' meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- 34 Any notice which requires to be given to a member under this constitution must be: -
  - 34.1 sent by post to the member, at the address last notified by him/her to the organisation; *or*
  - 34.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

### **Procedure at members' meetings**

- 35 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 36 The quorum for a members' meeting is twenty members, present in person, or one quarter of all members eligible to vote whichever is the less.
- 37 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
- 38 The chair of the organisation should act as chairperson of each members' meeting.
- 39 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

### **Voting at members' meetings**

- 40 Every member has one vote, which must be given personally.
- 41 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 42.

- 42 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 46):
- 42.1 a resolution amending the constitution;
  - 42.2 a resolution expelling a person from membership under article 22;
  - 42.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
  - 42.4 a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
  - 42.5 a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
  - 42.6 a resolution for the winding up or dissolution of the organisation.
- 43 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 44 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 45 The chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.

### **Written resolutions by members**

- 46 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

### **Minutes**

- 47 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 48 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

- 49 [The board shall make available copies of the minutes referred to in clause 48 to any member of the public requesting them; but on the basis that the board may exclude confidential material to the extent permitted under clause 93.]

## **BOARD**

### **Number of charity trustees**

- 50 The maximum number of charity trustees is 5
- 51 The minimum number of charity trustees is 3

### **Eligibility**

- 52 A person will not be eligible for election or appointment to the board unless he/she is a member of the organisation.
- 53 A person will not be eligible for election or appointment to the board if he/she is: -
- 53.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
  - 53.2 an employee of the organisation.

### **Initial charity trustees**

- 54 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

### **Election, retiral, re-election**

- 55 At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 53) to be a charity trustee.
- 56 The board may at any time appoint any member (unless he/she is debarred from membership under clause 53) to be a charity trustee.
- 57 At each AGM, all of the charity trustees must retire from office - but may then be re-elected under clause 55.
- 58 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 58.1 he/she advises the board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or

- 58.2 an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or
- 58.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

### **Termination of office**

- 59 A charity trustee will automatically cease to hold office if: -
  - 59.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
  - 59.2 he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
  - 59.3 he/she ceases to be a member of the organisation;
  - 59.4 he/she becomes an employee of the organisation;
  - 59.5 he/she gives the organisation a notice of resignation, signed by him/her;
  - 59.6 he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove him/her from office;
  - 59.7 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 76);
  - 59.8 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
  - 59.9 he/she is removed from office by a resolution of the members passed at a members' meeting.
- 60 A resolution under paragraph 59.7, 59.8 or 59.9 shall be valid only if: -
  - 60.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;
  - 60.2 the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote; and

- 60.3 (in the case of a resolution under paragraph 59.7 or 59.8) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

### **Register of charity trustees**

- 61 The board must keep a register of charity trustees, setting out
- 61.1 for each current charity trustee:
- 61.1.1 his/her full name and address;
- 61.1.2 the date on which he/she was appointed as a charity trustee; and
- 61.1.3 any office held by him/her in the organisation;
- 61.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:
- 61.2.1 the name of the charity trustee;
- 61.2.2 any office held by him/her in the organisation; and
- 61.2.3 the date on which he/she ceased to be a charity trustee.
- 62 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 62.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
- 62.2 which is notified to the organisation.
- 63 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

### **Office-bearers**

- 64 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 65 In addition to the office-bearers required under clause 64, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.

- 66 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected. under clause 644 or 655.
- 67 A person elected to any office will automatically cease to hold that office: -
- 67.1 if he/she ceases to be a charity trustee; *or*
  - 67.2 if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

### **Powers of board**

- 68 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 69 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 70 The members may, by way of a resolution passed in compliance with clause 42 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

### **Charity trustees - general duties**

- 71 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:-
- 71.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
  - 71.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
  - 71.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
    - 71.3.1 put the interests of the organisation before that of the other party;
    - 71.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
  - 71.4 ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

- 72 In addition to the duties outlined in clause 71, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 72.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
  - 72.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 73 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause 74 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), he/she may retain any personal benefit which arises from that arrangement.
- 74 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.
- 75 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

#### **Code of conduct for charity trustees**

- 76 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 77 The code of conduct referred to in clause 76 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

## **DECISION-MAKING BY THE CHARITY TRUSTEES**

### **Notice of board meetings**

- 78 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 79 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

### **Procedure at board meetings**

- 80 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 3 charity trustees, present in person.
- 81 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 80, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 82 The chair of the organisation should act as chairperson of each board meeting.
- 83 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 84 Every charity trustee has one vote, which must be given personally.
- 85 All decisions at board meetings will be made by majority vote.
- 86 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 87 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that he/she is not a charity trustee - but on the basis that he/she must not participate in decision-making.
- 88 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.
- 89 For the purposes of clause 88: -
- 89.1 an interest held by an individual who is "connected" with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child,

parent, brother/sister etc) shall be deemed to be held by that charity trustee;

- 89.2 a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

## **Minutes**

- 90 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 91 The minutes to be kept under clause 90 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 92 [The board shall (subject to clause 93) make available copies of the minutes referred to in clause 90 to any member of the public requesting them.]
- 93 [The board may exclude from any copy minutes made available to a member of the public under clause 90 any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.]

## **ADMINISTRATION**

### **Delegation to sub-committees**

- 94 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 95 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 96 When delegating powers under clause 944 or 955, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 97 Any delegation of powers under clause 945 or 956 may be revoked or altered by the board at any time.
- 98 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

99 Standing Advisory sub-committee

99.1 The AGM will appoint the members of the Standing Advisory sub-committee.

99.2 The sub-committee will always include the Chair, Treasurer and Secretary of the Trust.

99.3 The membership of the Advisory Sub-committee shall be made up of up to twelve individual members elected at an Annual General Meeting and who shall hold office for a period of three years.

99.4 A person who has served on the Advisory Sub-committee for a period of three years shall automatically vacate office on the expiry of that three year period and shall not then be eligible for re-election until the following AGM (unless co-opted in terms of clause 99.6)

99.5 During the first three years of the organisation one third of the members of the Advisory Sub-committee, chosen by some agreeable method, shall retire from office at the end of each year and shall not then be eligible for re-election until the following AGM (unless they hold the positions of Chair, Secretary and Treasurer or are co-opted in terms of clause 99.6)

99.6 The Advisory Sub-committee shall have the power to co-opt persons having special knowledge or experience provided that the number of co-opted members shall not exceed four people being one third of the maximum membership of the Sub-committee. A co-opted member shall hold office until the Annual General Meeting following their co-option.

99.7 The Advisory Sub-committee shall have the power to appoint such Sub-Sub-committees as it deems fit for any specific purpose. Such Sub-committees shall be given a specific purpose and set time for the work to be completed

99.8 The Advisory Sub-committee may invite any person to attend its meetings but without the power to vote.

99.9 Any member may seek election to the Advisory Sub-committee at an Annual General Meeting. Nomination for Sub-committee members must be submitted to the Secretary prior to the Annual General Meeting accompanied by the name of a proposer and seconder.

99.10 The Advisory Sub-committee shall hold meetings at quarterly intervals and may hold such additional extraordinary meetings as may be required. A special meeting may be summoned at any time by the chair person or any two members, upon seven days clear notice of the matters to be discussed being given to all of the other members. Notification may be given in writing or by electronic communication.

- 99.11 The Advisory Sub-committee shall keep a register of all Sub-committee members recording in particular their date of appointment to and retiral from the Advisory Sub-committee.

### **Operation of accounts**

- 100 Subject to clause 89, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 101 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 1000.

### **Accounting records and annual accounts**

- 102 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 103 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

## **MISCELLANEOUS**

### **Winding-up**

- 104 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
- 105 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

### **Alterations to the constitution**

- 106 This constitution may (subject to clause 1077) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 42) or by way of a written resolution of the members.
- 107 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the

purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

### **Interpretation**

- 108 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 108.1 any statutory provision which adds to, modifies or replaces that Act; and
  - 108.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 108.1 above.
- 109 In this constitution: -
- 109.1 “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;
  - 109.2 “charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.