

CONSTITUTION OF Scottish Charity Finance Group 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 Scottish Charity Finance Group SCIO (hereinafter referred to as SCFG SCIO)

Purposes

- 4 The organisation's purposes are:
 - 4.1 to improve the efficiency of the administration of charitable organisations operating within Scotland in direct pursuit of their objects by the provision of advice, training and information designed to improve standards in their financial management.

Powers

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 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

- 7 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.
- 8 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

- 9 The structure of the organisation consists of: -
- 9.1 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;
 - 9.2 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.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

MEMBERS

Categories for membership

- 11 There are two categories of membership:
- 11.1 Full membership (those admitted to full membership are referred to as Full Members) – which carries voting rights.
 - 11.2 Associate membership (those admitted to associate membership are referred to as Associate Members) – which gives the right to attend members' meetings, but without voting rights.
- 12 Associate membership must make up less than 20% of the total membership of the charity.

Qualifications for membership

- 13 Full membership is open to:
- 13.1 Any individual aged 16 or over who is active in the field of charity finance.
 - 13.2 An individual who has been nominated by an unincorporated body which is a charity or voluntary organisation in Scotland including the Scottish Branches of charities registered elsewhere.
 - 13.3 Any corporate body which is a charity or voluntary organisation in Scotland including the Scottish branches of charities registered elsewhere.
- 14 Associate membership is open to:
- 14.1 Any corporate body which acts in the capacity of adviser or provides support services to charitable organisations in Scotland including Scottish Branches of charities registered elsewhere.

- 14.2 An individual who has been nominated by an unincorporated body which acts in the capacity of adviser or provides support services to charitable organisations in Scotland including Scottish branches of charities registered elsewhere.
- 15 No more than one individual nominated under either paragraph 13.2 or 14.2 by each unincorporated body may be a member (full or associate respectively) at the same time.
- 16 Employees of SCFG SCIO are not eligible for membership; a person admitted to membership shall automatically cease to be a member if he/she becomes an employee of SCFG SCIO.

Application for membership

- 17 Any individual or body who/which wishes to become a member must sign a written application for membership; in the case of a corporate body the application must be signed by an appropriate officer of that body; in the case of an application under paragraph 13.2 or 14.2, the application must also be signed by an appropriate office bearer of the unincorporated body which is nominating him/her for membership;
- 18 The application must be lodged with the organisation along with a remittance to meet the annual membership subscription (if payable)
- 19 the application will then be considered by the board at its next board meeting.
- 20 The board may, at its discretion, refuse to admit any person or body to membership.
- 21 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.
- 21.1 If the decision was to refuse admission, the board shall return to the applicant the remittance lodged by him/her under clause 18.
- 22 Honorary members may be appointed at the discretion of the board
- 22.1 Honorary members shall not be required to pay a subscription fee.
- 22.2 Honorary members shall not be entitled to vote.

Membership subscription

- 23 The trustees shall, at their discretion, determine the annual subscription fee (if any) payable by members, always acting in the best interests of Scottish Charity Finance Group
- 24 The trustees shall set the annual subscription fee and/or the date that the payment become due two months prior to any existing due date.
- 24.1 Initially Annual Membership Subscriptions shall become due on 1st April of each year.

- 25 The trustees may determine that the subscription fee (if any) shall be of varying amounts between classes of members as they see fit, and for such purpose may determine to divide the classes into sub-categories as may be thought appropriate.
- 26 If the membership subscription payable by any member remains outstanding for more than 12 weeks after the date on which it fell due – and providing that he/she/it has been given at least one written reminder – the board may, by resolution to that effect, expel him/her/it from membership.
- 27 A person, or corporate body, who/which ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.
- 28 The trustees shall have the power to waive on behalf of SCFG SCIO payment of any part of the annual subscription in respect of any period of membership of less than one year, and generally as the trustees shall think fit.

Register of members

- 29 The board must keep a register of members, setting out
- 29.1 for each current member:
- 29.1.1 his/her/its full name and address; and
- 29.1.2 the date on which he/she/it was registered as a member of the organisation;
- 29.1.3 (In the case of an individual nominated under paragraph 13.2 or 14.2) the name of the unincorporated body which is nominating him/her for membership.
- 29.2 for each former member - for at least six years from the date on he/she ceased to be a member:
- 29.2.1 his/her/its name; and
- 29.2.2 the date on which he/she/it ceased to be a member.
- 30 The board must ensure that the register of members is updated within 28 days of any change:
- 30.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
- 30.2 which is notified to the organisation.
- 31 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

- 32 Any person or body who/which wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by him/her or (in the case of a corporate body) signed by an appropriate officer of that body; he/she/it will cease to be a member as from the time when the notice is received by the organisation.
- 33 An unincorporated body which has nominated an individual for membership may withdraw its nomination at any time by written notice to the organisation to that effect, signed by an appropriate office bearer of that body; on receipt of the notice by the organisation, the individual in question shall automatically cease to be a member of the organisation.

Transfer of membership

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

Re-registration of members

- 35 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.
- 36 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 35, the board may expel him/her from membership.
- 37 A notice under clause 35 will not be valid unless it refers specifically to the consequences (under clause 36) of failing to provide confirmation within the 28-day period.

Expulsion from membership

- 38 Any person or body 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:-
- 38.1 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;
- 38.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination

- 39 Membership of the organisation will terminate on death or (in the case of a corporate body) on the liquidation, receivership, winding-up or dissolution of that body or (in the case of an individual admitted to membership on the basis of nomination by an unincorporated body) if the unincorporated body is dissolved.

DECISION-MAKING BY THE MEMBERS

Members' meetings

- 40 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
- 41 The gap between one AGM and the next must not be longer than 15 months.
- 42 Notwithstanding clause 40, 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.
- 43 The business of each AGM must include:-
- 43.1 a report by the chair on the activities of the organisation;
 - 43.2 consideration of the annual accounts of the organisation;
 - 43.3 the election/re-election of charity trustees, as referred to in clauses 74 to 84.4.
- 44 The board may arrange a special members' meeting at any time.

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

- 45 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 (in the case of a member which is a corporate body, signed by an appropriate officer of that body) who amount to 5% or more of the total membership of the organisation at the time, providing:
- 45.1 the notice states the purposes for which the meeting is to be held; and
 - 45.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 46 If the board receive a notice under clause 45, 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

- 47 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 48 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
- 48.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

- 48.2 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.
- 49 The reference to “clear days” in clause 47 shall be taken to mean that, in calculating the period of notice,
- 49.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
- 49.2 the day of the meeting itself should also be excluded.
- 50 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.
- 51 Any notice which requires to be given to a member under this constitution must be: -
- 51.1 sent by post to the member, at the address last notified by him/her/it to the organisation; *or*
- 51.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

Procedure at members' meetings

- 52 No valid decisions can be taken at any members' meeting unless a quorum is present
- 53 The quorum for a members' meeting is 10 members, present in person or (in the case of members which are corporate bodies) present via its nominated representative at the meeting.
- 54 Associate Members shall not be counted in determining whether a quorum is present at a members' meeting.
- 55 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.
- 56 The chair of the organisation should act as chairperson of each members' meeting.
- 57 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

- 58 Every Full Member has one vote, which must be given personally (or in the case of a corporate body) given via its authorised representative at the meeting.
- 59 A Full Member which is a corporate body shall be entitled to authorise an individual to attend and vote at members' meetings; he/she will then be entitled to exercise the same powers on behalf of the body which he/she represents as the body could have exercised if it had been an individual member of the organisation.
- 60 Associate Members shall be entitled to attend and speak at members' meetings, but have no voting rights.
- 61 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 62.
- 62 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 66):
- 62.1 a resolution amending the constitution;
 - 62.2 a resolution expelling a person from membership under clause 38;
 - 62.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - 62.4 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);
 - 62.5 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);
 - 62.6 a resolution for the winding up or dissolution of the organisation.
- 63 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.
- 64 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 and entitled to vote, whether as members or as the authorised representative of corporate bodies which are members)) ask for a secret ballot.
- 65 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

- 66 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

- 67 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 68 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.

BOARD

Number of charity trustees

- 69 The maximum number of charity trustees is 11; out of that:
- 69.1 no more than 9 shall be charity trustees who were elected/appointed under clauses 74 and 76 (or deemed to have been appointed under clause 73); and
- 69.2 no more than 2 shall be charity trustees who were co-opted under the provisions of clauses 86 and 87.
- 70 The minimum number of charity trustees is 3.

Eligibility

- 71 A person shall not be eligible for election/appointment to the board under clauses 58 to 61 unless he/she is a Full Member of the organisation or has been nominated for election/appointment to the board by a Full Member which is a corporate body; a person appointed to the board under clause 86 need not, however, be a Full Member of the organisation.
- 72 A person will not be eligible for election or appointment to the board if he/she is:
- 72.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
- 72.2 an employee of SCFG.

Initial charity trustees

- 73 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

- 74 At each AGM, the members may elect any Full Member (unless he/she is debarred from membership under clause 72) to be a charity trustee.
- 75 The procedure for election of charity trustees under clause 74 shall be determined by regulations put in place by the Board of Trustees, reflecting the following principles:

- 75.1 Full members should be given adequate opportunity to nominate candidates for election in advance of each AGM (and on the understanding that a Full Member who is an individual may nominate himself/herself).
- 75.2 Those elected as charity trustees will hold office with effect from the conclusion of the AGM.
- 76 The board may at any time appoint any Full Member (unless he/she is debarred from membership under clause 72) to be a charity trustee.
- 77 A Full Member which is a corporate body may (subject to clause 78) nominate any individual for election/appointment to the board; he/she will then be deemed to be a Full Member of the organisation for the purpose of clauses 74 and 76.
- 78 No more than one individual nominated under clause 77 by each Corporate Full Member may serve as a charity trustee at any given time.
- 79 At the first AGM, one third (to the nearest round number) of the charity trustees elected/appointed under clauses 74 and 76 and those deemed to be appointed under clause 73 shall retire from office; the question of which of them is to retire shall be determined by some random method.
- 80 At each AGM (other than the first)
- 80.1 any charity trustees appointed under clause 76 during the period since the preceding AGM shall retire from office;
- 80.2 Out of the remaining charity trustees elected/appointed under clauses 74 and 76, one third (to the nearest round number) shall retire from office
- 81 The charity trustees to retire under paragraph 80.2 shall be those who have been longest in office since they were last elected or re-elected; as between persons who were last elected/re-elected on the same date, the question of which of them is to retire shall be determined by some random method.
- 82 A charity trustee who retires from office under clause 80.1 or 80.2 shall be eligible for re-election subject to clause 83
- 83 A person who has served on the board for a period of three years shall automatically vacate office on expiry of that three year period and shall then not be eligible for re-election until a further year has elapsed.
- 84 For the purposes of clause 83
- 84.1 The period from the date of formation of the organisation to the first AGM shall be deemed to be a period of one year, unless it is of less than six months' duration (in which case it shall be disregarded);
- 84.2 The period between the date of appointment of a charity trustee and the AGM which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration in which case it shall be disregarded;

- 84.3 The period between one AGM and the next shall be deemed to be a period of one year;
- 84.4 If a charity trustee ceases to hold office but is reappointed to that office within a period of six months, he/she shall be deemed to have held office as a charity trustee continuously.
- 85 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 85.1 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
- 85.2 an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or
- 85.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

- 86 In addition to their powers under clause 76, the board may at any time appoint any non-member or Associate Member of the organisation to be a charity trustee (subject to clauses 69, and 83 and providing he/she is not debarred from membership under clause 72) on the basis that he/she has specialist experience and/or skills which could be of assistance to the board.
- 87 At each AGM, all of the charity trustees appointed under clause 86 shall retire from office – but shall then be eligible for re-appointment under that clause.

Termination of office

- 88 A charity trustee will automatically cease to hold office if: -
- 88.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
- 88.2 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;
- 88.3 (in the case of a charity trustee elected/appointed under clauses 58 to 84.4) he/she ceases to be a member of the organisation or (if he/she was nominated by a corporate body) the corporate body which nominated him/her ceases to be a member of the organisation;
- 88.4 he/she becomes an employee of the organisation;
- 88.5 he/she gives the organisation a notice of resignation, signed by him/her;
- 88.6 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;

- 88.7 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 105);
 - 88.8 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
 - 88.9 he/she is removed from office by a resolution of the members passed at a members' meeting.
- 89 A resolution under paragraph 88.7, 88.8 or 88.9 shall be valid only if: -
- 89.1 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;
 - 89.2 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
 - 89.3 (in the case of a resolution under paragraph 88.7 or 88.8) 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

- 90 The board must keep a register of charity trustees, setting out
- 90.1 for each current charity trustee:
 - 90.1.1 his/her full name and address;
 - 90.1.2 the date on which he/she was appointed as a charity trustee;
 - 90.1.3 the name of the corporate body which nominated him/her for appointment as a charity trustee (if applicable) and
 - 90.1.4 any office held by him/her in the organisation;
 - 90.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:
 - 90.2.1 the name of the charity trustee;
 - 90.2.2 any office held by him/her in the organisation; and
 - 90.2.3 the date on which he/she ceased to be a charity trustee.
- 91 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 91.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or

91.2 which is notified to the organisation.

- 92 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

- 93 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 94 In addition to the office-bearers required under clause 93, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 95 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 93 or 94.
- 96 A person elected to any office will automatically cease to hold that office: -
- 96.1 if he/she ceases to be a charity trustee; *or*
- 96.2 if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

Powers of board

- 97 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.
- 98 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 99 The members may, by way of a resolution passed in compliance with clause 62 (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

- 100 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: -
- 100.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
- 100.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- 100.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:

- 100.3.1 put the interests of the organisation before that of the other party;
 - 100.3.2 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;
 - 100.4 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.
- 101 In addition to the duties outlined in clause 100, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 101.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - 101.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 102 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 103 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.
- 103 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.
- 104 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

- 105 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.
- 106 The code of conduct referred to in clause 105 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

- 107 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 108 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

- 109 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 3 charity trustees.
- 110 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 109, 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.
- 111 A charity trustee may participate in a board meeting by means of a conference call or video-conference facility, or other communication tool whereby all of the trustees participating in the meeting can hear each other.
- 112 A charity trustee participating in the meeting in the manner referred to in clause 111 shall be deemed to be present at the meeting; and any vote which he/she casts at the meeting will be deemed to be given by him/her personally.
- 113 The chair of the organisation should act as chairperson of each board meeting.
- 114 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.
- 115 Every charity trustee has one vote, which must be given personally.
- 116 All decisions at board meetings will be made by majority vote.
- 117 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.
- 118 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.
- 119 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.

120 For the purposes of clause 119: -

120.1 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;

120.2 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

121 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.

122 The minutes to be kept under clause 121 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

ADMINISTRATION

Delegation to sub-committees

123 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.

124 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.

125 When delegating powers under clause 123 or 124, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).

126 Any delegation of powers under clause 123 or 124 may be revoked or altered by the board at any time.

127 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

128 Subject to clause 129, the signatures of two out of (a minimum 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.

129 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 128.

Accounting records and annual accounts

- 130 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 131 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

- 132 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.
- 133 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

- 134 This constitution may (subject to clause 135) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 62) or by way of a written resolution of the members.
- 135 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

- 136 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 136.1 any statutory provision which adds to, modifies or replaces that Act; and
- 136.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 136.1 above.
- 137 In this constitution: -
- 137.1 "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 2011, providing (in either case) that its objects are limited to charitable purposes;

137.2 “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.