



Glenkens & District Trust

Community Council Guide to Membership

January 2021

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Background

The purpose of this guide is to support Community Councils, the Members of GDT, in navigating the process of appointing Representatives and Trustees. Community Councils are the backbone of GDT's governance arrangements as they form the Membership; and can nominate the majority of GDT's Trustees.

The **Purposes** of the GDT as set out in the Constitution are:

1. To advance citizenship and community development by distributing Wind Farm Community Benefit money and other grants to local groups, organisations, or individuals according to criteria and need as defined from time to time, as well as commissioning and providing funding for projects that will benefit local communities within the Community Council Areas;
2. The advancement of environmental protection or improvement, including the preservation of conservation of the natural environment or particular parts of it and the promotion of sustainable development. "Sustainable development" means development that meets the needs of the present without compromising the ability of future generations to meet their own needs; and
3. The prevention or relief of poverty including preventing those who are poor from becoming poorer, as well as preventing those who are at risk of being poor from becoming poor.

Glenkens & District Trust (GDT) is a two-tier Scottish Charitable Incorporated Organisation (SCIO).

A Scottish Charitable Incorporated Organisation is a legal structure which has been purpose built for the voluntary sector in Scotland. It provides limited liability and a separate legal identity to organisations that want to become charities but do not want or need the complex structure of company law

A two-tier SCIO means that GDT is a membership organisation, and the Trustees have accountability to the wider membership. The two tiers are:

1. Members (in GDT's case, drawn from the relevant Community Councils). Members are not involved directly in the routine management of the SCIO but oversee its operations; and
2. Trustees who are responsible for the general control and management of the SCIO.

The current Constitution was approved by Members on 9 December 2020 and forms Appendix 4 to this guide. The Constitution sets out in detail the responsibilities of Members and Trustees and the powers and duties of GDT.

In addition to these requirements there are legal obligations imposed by law and regulation. The Office of the Scottish Charitable Regulator (OSCR) is the body which oversees compliance with these duties and their website has lots of useful information. See https://www.oscr.org.uk/media/3113/cscios_a_guide.pdf for more information on SCIOs.

This guide is not intended to be a definitive guide to SCIOs, charity law or to the Constitution - GDT Members and Trustees have a duty to ensure they have an appropriate level of familiarity with these.

Appointing Community Council Representative(s)

Paragraphs 7 to 15 of the Constitution (Appendix 4) set out the provisions for Members of GDT.

Membership of GDT is drawn only from the following Community Councils - Balmaclellan, Balmaghie, Carsphairn, Corsock & Kirkpatrick Durham, Crossmichael & District, Dalry, Dunscore, Glencairn, New Galloway and Kells Parish, Parton.

Those within the area but currently not Members (Carsphairn and Glencairn) can apply to become a Member (paragraph 7.2).

As voting Members, each Community Council must appoint a person or persons to represent it (Paragraph 10). This allows the Member's representative(s) to exercise the rights of the Member and to attend, speak and vote on behalf of the Member at any general meetings of Members of GDT. In a two-tier SCIO it is important that the Members representative(s) are different from the appointed Trustee to ensure effective governance.

Attendance by the Member's representative(s) counts as attendance by the Member at a general meeting of GDT but if the Community Council authorises more than one representative, then while these individuals can all attend and speak at a general meeting, when it comes to exercising any voting rights, there is only one vote per Member and , **the representatives must all vote the same way to have that vote counted.**

Appendix 1 is a pro forma which Community Councils could use in order to inform GDT in writing of their choice of Representative(s), as required by para 10.4. This can be copied and pasted into an email. If this notification is received when the Community Council makes its appointment, then no further evidence will be required for any General Meeting.

A person may continue to represent the Community Council until GDT receives written notice to the contrary from the Community Council. **It is up to the Community Council to notify GDT of any changes in representation.**

GDT will maintain a Register of Members which will also contain the name of any Representative(s).

Appointing a GDT Trustee

Paragraphs 35 to 41 of the Constitution (Appendix 4) set out the provisions for appointment of Trustees.

Each of the Member Community Councils can appoint one Trustee and there can be up to five Independent Trustees who are appointed by the Trustees. The legal obligations on the Trustees are the same irrespective of the manner of appointment. In carrying out the role of Trustee the individual must at all times act in the best interests of GDT.

Under paragraph 36 each Community Council Member may nominate a GDT Trustee. The person nominated must be either a member or associate member of the Community Council and in making this appointment the Community Council must take into account the role description/skills matrix set out in Appendix 2. This has been prepared to ensure that any person taking on the role of Trustee is aware of the requirements of the role and able to fulfil the role.

From a governance perspective it is important to ensure that not only do all individual trustees possess certain core skills but also that the body of trustees as a whole has a sufficient mix of other skills and experience across a variety of areas. From time to time, therefore, GDT will look at the total portfolio of skills and experience across the group in order to make sure that its responsibilities may be satisfactorily discharged.

The Constitution sets out the rules relating to the duration of the term of office and removal of any Trustee. In particular, **if the individual ceases to be a member or associate member of the Community Council, then their appointment as a Trustee terminates** and steps will need to be taken by the Community Council to appoint a new Trustee as soon as possible.

Appendix 3 is a pro forma which Community Councils could use in order to inform GDT in writing of their Trustee nomination. This can be copied and pasted into an email.

Appendix 1

Notification of appointment of Community Council Representative(s)

To

Glenkens & District Trust

c/o Fiona.smith1@btinternet.com

On behalf of ***** Community Council I confirm that the following Resolution was passed by the Community Council on **** [date]

The Community Council RESOLVED to appoint

as its Representative(s) on Glenkens & District Trust with effect from the date given above.

Secretary

**** Community Council

Appendix 2

Role profile and skills matrix

The following section sets out what is required of a trustee and the skills needed. The role can be demanding of time and energy but is also very rewarding. As the ambition demonstrated in our Blackcraig Fund Strategy and in the Glenkens & District Community Action Plan show, we want to make a significant difference for our community, so we are looking for people who share that passion and want to be involved to progress the work. With the current number of wind farms under consideration in the area it is important that we demonstrate to developers that we are an organisation with good governance as well as ambition.

What follows sets out basic information and context for potential trustees. But anyone considering the role – and especially anyone feeling at all daunted by the requirements outlined – is welcome to have a discussion with a current Trustee to get a feel for what is involved.

What is GDT looking for?

The following sets out the essential skills required:

- Passion for the Glenkens and district and a desire to make life better for all who live and work here
- Basic financial literacy (which provides an ability to assess projects and understand financial reporting)
- Ability to use IT and basic software packages
- Experience of committees/boards and decision-making
- Good team working skills and a collegiate attitude
- Knowledge of the community served by GDT

In addition, the following skills and experience would be useful but are not essential:

- Experience of being a trustee or employee in a charity/third sector organisation
- Experience of or engagement with community action plans and in particular any of the Themes highlighted in the current plan
- Experience of fundraising/award processes
- Negotiation skills (in order to support the development of any future windfarm community benefit fund agreements)
- Project management
- Governance

- Any specific area of expertise relevant to GDT's work (e.g. health, education, housing, energy, economic development, etc.)

What are a Trustee's duties?

Trustees all have a legal duty to comply with the requirements of charity law and the GDT Constitution and to act with care and diligence when making decisions. Please refer to the following link for guidance on the role and responsibility of a Trustee:

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

Trustees must not benefit from their position and should act only in the interests of GDT and not on behalf of any constituency or interest group. Trustees must take care to manage any conflict between GDT and the Community Council that appoints them and understand that charity law requires them to act in the interests of GDT at all times when carrying out their trustee duties. It is important to understand that, despite the nomination process, Trustees are not there to represent the interests of the Community Council.

It is important that all Trustees have read and made themselves familiar with the Constitution.

In the interests of clarity of role and good governance, Trustees are required to sign a Code of Conduct and to comply with the Conflicts of Interest Policy and these documents (available from the Chairman) should be read and considered before anyone agrees to take on the role. Trustees are not remunerated.

Trustees must prepare for and attend meetings of Trustees and report back to their relevant Community Council where applicable. They will receive and read assessment reports on Fund award applications and make decisions on these; and support any development of fund distribution that wind farms in the pipeline may require GDT to undertake.

Time Commitment

There are regular meetings of Trustees (normally every two months) as well as dedicated meetings (currently 1-2 per year) to decide on awards from Blackcraig Wind Farm Community Fund and any such other funds in the future. Supplementary meetings may be arranged when needed; for example, during the current period, when we are working on the Community Action Plan or if action is required in relation to new windfarm

developments. There are also a number of matters which may arise between meetings that need input from Trustees and that are usually addressed by emails.

The regular time commitment is around 12 hours per month including dealing with emails on a range of topics which occurs between meetings and reading and preparation time for meetings. This may vary from month to month and in some months can be more than that.

Appendix 3

Notification of appointment of GDT Trustee

To

Glenkens & District Trust

c/o Fiona.smith1@btinternet.com

On behalf of ***** Community Council I confirm that the following Resolution was passed by the Community Council on **** [date]

The Community Council RESOLVED to appoint

***** who is a Member/Associate Member of **** Community Council as its Trustee on Glenkens & District Trust with effect from the date given above.

(Signature)

Secretary

**** Community Council

Appendix 4

Constitution

**SCOTTISH CHARITABLE
INCORPORATED ORGANISATION**

**CONSTITUTION
of
GLENKENS & DISTRICT TRUST**

SC042489

Two-tier SCIO

Adopted 9 December 2020

2020
DAMC/GMCE/G04009.0001

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GLENKENS & DISTRICT TRUST

- Interpretation**
1. In this Constitution, the following words and expressions shall, unless the subject or context requires otherwise, have the following meanings:
 - 1.1 “**2005 Act**” means the Charities and Trustee Investment Scotland Act 2005;
 - 1.2 “**Auditor**” means an Auditor or Independent Examiner appointed in accordance with Clause 73 and ‘**audit**’ shall be interpreted accordingly;
 - 1.3 “**authenticated**” or “**authenticated document**” means a document or information which is:-
 - (i) in hard copy form and signed by the person sending or supplying it;
or
 - (ii) in electronic form and contains or is accompanied by a statement of the identity of the sender, provided that the SCIO has no reason to doubt the truth of the statement.
 - 1.4 “**charitable institution**” or “**charity**” means a charity in terms of the 2005 Act which is also regarded as a charity in relation to the application of the Taxes Acts, or a charity under the law of any other jurisdiction which is also regarded as a charity in relation to the application of the Taxes Acts, provided that nothing in this Constitution shall authorise an application of the property of the SCIO other than in furtherance of a charitable purpose.
 - 1.5 “**charitable purpose**” or “**charitable object**” means a charitable purpose under section 7 of the 2005 Act which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;
 - 1.6 “**circulation date**” in relation to a resolution means the date on which copies of it are first sent or submitted to Members or Trustees (as appropriate) for their agreement, or, where the eligible Members or Trustees change during the course of the circulation date, the time that the resolution is first sent or submitted to Members or Trustees in accordance with the Constitution;
 - 1.7 “**clear days**” does not include the day on which notice is given or the day of the meeting or other event for which the notice is given;
 - 1.8 “**Community Councils/Community Council Areas**” means the Community Councils/Areas of Balmaclellan, Balmaghie, Carsphairn, Corsock and Kirkpatrick Durham, Crossmichael and District, Dalry, Dunscore, Glencairn, Parton, and the Royal Burgh of New Galloway and Kells Parish as defined by Dumfries and Galloway Council at the date this Constitution was adopted;

- 1.9 “**Conflicted Trustee**” shall have the meaning given in Clause 62;
- 1.10 “**Constitution**” means this Constitution as originally framed or as amended from time to time in accordance with these presents;
- 1.11 “**electronic form**” means a document or information sent or supplied by electronic means (including by e-mail or fax) or by any other means while in an electronic form, provided that the sender reasonably considers that it has been supplied in a form which will enable a recipient to read it and to retain a copy of it;
- 1.12 “**eligible**” in relation to a Member or Trustee to whom a resolution must be circulated means those who would have been entitled to vote on the resolution on its circulation date;
- 1.13 “**General Meeting**” shall, unless the context requires otherwise, include the Annual General Meeting;
- 1.14 “**hard copy**” means a document or information which is sent or supplied in a paper copy or similar form capable of being read;
- 1.15 “**month**” means a calendar month;
- 1.16 “**OSCR**” means the Office of the Scottish Charity Regulator;
- 1.17 “**properly circulated**” in relation to a resolution means that written copies must be sent by the SCIO to all eligible Members or to all Trustees (as appropriate):
- (i) at the same time, so far as is reasonably practicable; or
 - (ii) by submitting a copy or copies in turn to each eligible Member or Trustee (provided it is possible to do so without undue delay); or
 - (iii) partly by one method and partly by the other.
- 1.18 “**representative**” shall have the meaning given in Clause 10.1;
- 1.19 “**routine business**” means the business of the Annual General Meeting specified in Clause 16.2;
- 1.20 “**Secretary**” means a person who is appointed in accordance with the Constitution and designated as the SCIO’s Secretary and to whom certain duties may be delegated;
- 1.21 “**in writing**” or “**written**” means written in hard copy form or produced by any substitute for writing in an electronic form, or partly one and partly another;

- 1.22 “**written resolution**” means a resolution in writing passed in accordance with Clause 34 or 61;
- 1.23 “**year**” means a calendar year;
- 1.24 The singular includes the plural and vice versa;
- 1.25 The masculine gender includes the neuter and vice versa, and each includes the feminine;
- 1.26 References to any Act or any section include references to any statutory modification or re-enactment thereof and any subordinate legislation made under it;
- 1.27 Save as aforesaid, any words or expressions defined in the 2005 Act shall, if not inconsistent with the subject or context, bear the same meaning in this Constitution.

***Name and
Principal
Office
Purposes***

2. The name of the SCIO is “Glenkens & District Trust”. The principal office of the SCIO is and will remain in Scotland.
3. The purposes of the SCIO are:-
 - 3.1 to advance citizenship and community development by distributing Wind Farm Community Benefit money and other grants, to local groups, organisations, or individuals according to criteria and need as defined from time to time, as well as commissioning and providing funding for, projects that will benefit local communities within the Community Council Areas,
 - 3.2 the advancement of environmental protection or improvement, including the preservation of conservation of the natural environment or particular parts of it and the promotion of sustainable development. “Sustainable development” means development that meets the needs of the present without compromising the ability of future generations to meet their own needs, and
 - 3.3 the prevention or relief of poverty including preventing those who are poor from becoming poorer, as well as preventing those who are at risk of being poor from becoming poor.

Powers

4. The powers of the SCIO are:-
 - 4.1 to do anything lawful which is intended to further (directly or indirectly) any or all of the SCIO’s purposes, or which is incidental or conducive to doing so; and

- 4.2 unrestricted, save that the SCIO shall not be entitled to distribute or otherwise apply any of its property other than in furtherance of a charitable purpose, and no part of the income and property of the SCIO shall be paid or transferred, directly or indirectly, by way of profit to Members of the SCIO, provided that this shall not prevent a payment to a Member for charitable purposes in accordance with the terms of the **Constitution**.

Structure

5. The SCIO shall consist of:-

- 5.1 a two-tier **Membership**:-

(i) **Members** who are not involved directly in the routine management of the SCIO but oversee the operations of the SCIO, with, in particular, responsibility under Clause 75.1 amending the SCIO's Constitution, and with responsibility for taking any action which falls within the terms of Clause 13, and

(ii) **Associate Members** who are not SCIO Members in the traditional sense, but can attend and speak at Members' meetings but who do not have a right to vote; and

- 5.2 **Trustees** who are the individuals with the general control and management of the SCIO.

**Duties of
Members and
Trustees**

- 6.1 Members must seek in good faith to ensure that the SCIO acts in a manner consistent with its purposes and Members must comply with any duties imposed on them by enactment or otherwise (and in particular by section 51 of the **2005 Act**) in relation to the exercise of their functions as Members.

- 6.2 Trustees must comply with the duties placed upon them by section 66 of the 2005 Act and must comply with any duties imposed on them by enactment, by the general law or otherwise in relation to the exercise of their functions as Trustees.

MEMBERS & ASSOCIATE MEMBERS

**Maximum /
minimum**

- 7.1 There shall be a minimum of two and no maximum number of Members of the SCIO. The Members may by resolution increase the minimum and impose a maximum numbers of Members, provided that the minimum is at no time reduced below two.

Eligibility

- 7.2 Membership of the SCIO shall consist only of the Community Councils who support the purposes of the SCIO and whom the Trustees deem appropriate, either unanimously or by no less than a specified majority, to be a Member of the SCIO. The specified majority shall be agreed by a

resolution of the Trustees and, if not otherwise so agreed, shall be two thirds.

Associate Members

- 8.1 Associate Members of the SCIO shall consist of individuals, institutions, organisations and bodies who support, and wish to engage with, the purposes of the SCIO.
- 8.2 Associate Members are not Members of the SCIO and do not have any voting rights. Associate Members have the right to attend and speak at General Meetings only, when invited do to so by the Trustees.
- 8.3 The Trustees may from time to time put in place, update and amend rules and regulations governing the administration and rights of Associate Members.

Invitation to Membership

- 9 Where the Trustees agree that any Community Council should be invited to become a Member, they will give notice to it of their decision. The Community Council will be admitted as a Member with effect from the date that the Trustees receive notification of its acceptance of Membership.

Representatives

- 10.1 All Members must appoint a person or persons to act as its representative(s) ("**representative**").
- 10.2 A Member's representative(s) will be entitled to exercise the same powers on behalf of Member as the Member could exercise if it were an individual Member of the SCIO, and shall be counted as a Member present in person at a **General Meeting**.
- 10.3 Where a Member authorises more than one representative, each representative has the same voting rights as the Member. Where more than one representative purports to exercise a power of the Member then, if they purport to exercise it in the same way as each other, the power is treated as exercised in that way; but if they purport to exercise the power in different ways from each other, then it is treated as not exercised.

Method of appointment of representative

- 10.4 Each Member must notify the SCIO **in writing** of the name of its representative(s). It may appoint its representative by resolution of its governing body and may from time to time revoke such authority and appoint a replacement. The SCIO shall not be required to consider whether or not a representative has been properly appointed by the Member. A certified copy of the resolution appointing a representative shall be produced by a representative as evidence of his right to attend and vote at a General Meeting if so required by the Chair of the meeting. A representative may continue to represent a Member until written

notice to the contrary is received by the SCIO from or on behalf of the Member.

10.5 Any reference in the Constitution to a Member will include a reference to its representative unless the context requires otherwise.

**Membership
subscription**

11. No Membership subscription shall be payable by the Members.

**Terminating
Membership**

12.1 Membership of the SCIO shall not be transferable and will cease:-

- (i) upon the Member ceasing to exist on disestablishment, dissolution, receivership, liquidation or on the appointment of an administrator (save for the purposes of reconstruction or reorganisation);
- (ii) if the Member resigns by giving at least seven **clear days'** notice in writing to the Trustees; or
- (iii) if the Member is removed from Membership under Clause 12.2.

12.2 A Member may be removed from Membership by a resolution of the Trustees that it is in the SCIO's best interests that Membership be terminated. Such a resolution may only be passed if the Member has been given at least 21 days' written notice of the proposed resolution and the grounds on which it is proposed. The Member or, at the option of the Member, his representative (who need not be a Member) must be allowed to make representations to the Trustees and such representations must be considered by the Trustees before the resolution is voted upon.

**Powers of
Members**

13. The following resolutions will be valid only if passed by the Members in General Meeting or by **written resolution** and with the percentage of votes required by law:-

- (i) a resolution to amend the Constitution under section 63 of the 2005 Act;
- (ii) a resolution to transfer the SCIO's undertaking to another SCIO under section 61 of the 2005 Act;
- (iii) a resolution to amalgamate the SCIO with any one or more other SCIO under section 59 of the 2005 Act; and
- (iv) a resolution to dissolve the SCIO under the Scottish Charitable Incorporated Organisations (Removal from Register and Dissolution) Regulations 2011.

**Register of
Members**

14.1 The Trustees must keep a Register of Members and must update the Register within 28 days of receiving notification of any change.

Content

14.2 The Register of Members must at all times contain for each current Member:-

- (i) name, and any other name by which it is known;

- (ii) address;
- (iii) the date it was appointed as a Member; and
- (iv) the name(s) of any representative(s) appointed.

- 14.3 The Register of Members must, for six **years** from the date that Membership terminates, contain for each former Member:-
- (i) name; and
 - (ii) the date on which it ceased to be a Member.

Right of Inspection

- 14.4 A copy of the Register of Members must be provided within 28 days to any Member or Trustee who reasonably requests a copy.
- 14.5 Where a Member who is not also a Trustee of the SCIO requests a copy of the Register of Members, the address of any Members may be removed from the copy that is provided, unless the addresses are requested by the Members in order to call a General Meeting under Clause 19.
- 14.6 No other person has any right to view or receive a copy of the Register of Members except as conferred by statute or ordered by a court of competent jurisdiction.

Copy of Constitution

- 15.1 The Trustees must, on request by any Member, send an up-to-date copy of the Constitution to that Member together with a copy of any resolution or agreement affecting the SCIO's Constitution which is for the time being in force.
- 15.2 Members of the public shall be entitled to request and receive a copy of the Constitution of the SCIO where it is reasonably requested in accordance with section 23 of the 2005 Act.

GENERAL MEETINGS

Annual General Meetings

- 16.1 An Annual General Meeting must be held once in every year. There must be not more than fifteen months between the holding of one Annual General Meeting and the next.
- 16.2 The business of each Annual General Meeting shall include the following **routine business**:-
- (i) a report on the SCIO's activities;
 - (ii) consideration of the SCIO's annual accounts; and
 - (iii) the appointment of **Auditors**.

General Meetings

17. Any other meetings of the Members shall be called General Meetings and any number of General Meetings may be held.

- Convening a Meeting** 18.1 The Trustees may, whenever they think fit, and shall on requisition in accordance with Clause 18.2, proceed to convene a General Meeting.
- Requisitioning a meeting** 18.2 The Trustees must call a General Meeting within 21 days of receiving a request to do so which:-
- (i) is from one or more Members together comprising at least 5% or three in number of the Members, whichever is the higher, with the right to attend and vote at the meeting if called;
 - (ii) is in writing and is **authenticated** by the persons making it;
 - (iii) is in one or more documents in the like form;
 - (iv) states the general nature of the business to be dealt with; and
 - (v) is not frivolous or vexatious;
- and any such request shall constitute a valid requisition.
- 18.3 Where the Trustees are required to call a General Meeting which has been validly requisitioned under Clause 18.2, the meeting must be scheduled for within 28 days of the date on which notice of the meeting is issued.
- 18.4 Where the Members validly requisition a meeting under Clause 18.2, the requisition may include the text of any valid proposed resolutions which are to be put to the meeting. A resolution will be a valid proposed resolution if it is not defamatory of any person, is not frivolous or vexatious, may properly be moved at the meeting and would, if passed, not be ineffective by reason of inconsistency with the law, with the Constitution, or otherwise.
- 18.5 Where a requisition includes a valid proposed resolution under Clause 18.4, the Trustees must include notice of the resolution in the notice of the meeting and the resolution may be moved at the meeting.
- Members convening a requisitioned meeting** 19.1 If a meeting is requisitioned under Clause 18 and the Trustees fail to call a meeting in accordance with that clause, the requisitioning Members may, provided that at least half of those who requisitioned the meeting agree, call the meeting themselves.
- 19.2 Any General Meeting called under Clause 19.1 must be called in the same manner, as nearly as possible, that it would have been called in had it been called by the Trustees in accordance with the Constitution.
- 19.3 Any reasonable expenses incurred by the Members in calling a meeting under Clause 19 must be reimbursed to them by the SCIO.
- Notice** 20.1 An Annual General Meeting must be called by at least fourteen clear days' notice.
- Notice period**

- 20.2 Any other General Meeting must be called by at least seven clear days' notice unless at least 90% of the Members with the right to attend and vote at the meeting agree to shorter notice.
- Entitlement to notice**
- 21.1 Notice of every General Meeting must be given to all Members and Trustees. Notice of the Annual General Meeting must also be given to the Auditors of the SCIO.
- 21.2 Where there is an accidental omission to give notice to, or the non-receipt of notice by, any person entitled to receive notice, notice will nonetheless be deemed to have been duly given and it will not invalidate the proceedings at any General Meeting.
- Content of notice**
22. Every notice calling a General Meeting must specify the place, date and time of the meeting. In the case of an Annual General Meeting, the notice must also specify the meeting as such and, if other than routine business is to be transacted, must specify the general nature of the business. If a resolution to amend the Constitution or to remove an Auditor before the expiry of his term is to be proposed at a General Meeting, the notice must include the text of the resolution and, where applicable, representations by the Auditor must be permitted in accordance with Clause 73.2.
- Method of notification**
- 23.1 Any notice or document to be sent or supplied to a Member may be given in **hard copy** or in **electronic form** as follows:-
- (i) by handing it to the Member personally;
 - (ii) by delivering it by hand to the Member's address;
 - (iii) by sending it by e-mail to the Member's e-mail address;
 - (iv) by posting it on a website in accordance with Clause 23.2;
 - (v) by sending it by post with delivery pre-paid, addressed to the Member at his address; or
 - (vi) by any other reasonable means by which the Member has asked to be sent or supplied with such notices or documents for the time being.
- 23.2 Notice is validly given by posting it on a website only where:-
- (i) the SCIO notifies the Member (by any method specified in Clause 23.1 other than sub-clause (iv)) of the presence of the notice on the website;
 - (ii) the notification states that the website contains notice of a meeting and specifies the place, date and time of the meeting; and
 - (iii) the notice remains available on the website, so far as is possible, from the date of notification until the date of the meeting.
- Address for notice**
- 23.3 For the purpose of Clause 23.1, a Member's address and email address is the one it has given the SCIO for the service of notices or documents.

In the absence of such an address, it is the address in the Register of Members.

- Deemed service of notice* 24.1 Any notice or document served is deemed to have been served:-
- (i) immediately upon being handed to the Member personally;
 - (ii) 12 hours after being delivered by hand to the Member's address or sent by e-mail to the Member's e-mail address;
 - (iii) when the Member received or is deemed to have received notification of the material's availability on a website (and the deemed service of notice shall be determined in accordance with this Clause with reference to the means by which the Member was notified of the material's availability on the website in terms of Clause 23.2, save that if the material is not then available on the website, it will only be deemed to have been served when the material becomes so available); and
 - (iv) 48 hours after the letter containing the same is posted; or, if earlier, as soon as the Member acknowledges receipt.
- Proving service* 24.2 In proving service, it is sufficient to show that:-
- (i) a letter was properly addressed, stamped and posted or delivered;
 - (ii) a courier confirmed delivery of the item to the correct address;
 - (iii) an e-mail was properly addressed and sent; or
 - (iv) receipt of service was acknowledged.
- Quorum** 25.1 No business may be conducted at a General Meeting unless a quorum is and remains present throughout.
- 25.2 No less than one third of the Members entitled to receive notice of and vote at meetings present in person is a quorum.
- 25.3 If a quorum is not present within fifteen minutes after the time for which the meeting is scheduled, or if a quorum ceases to be present during the meeting, the meeting must be adjourned. If at an adjourned meeting a quorum is not present within fifteen minutes after the time for which the meeting is scheduled, the Members present shall be a quorum.
- Adjournment** 26.1 The Chair may, with the consent of a majority of Members at a quorate meeting, (and must if so directed by a majority) adjourn the meeting to such other day, time and place as the Trustees agree.
- 26.2 No business may be transacted at any adjourned meeting other than the business left unfinished at the original meeting.

26.3 It will not be necessary to give any notice of an adjourned meeting unless the meeting is adjourned for two weeks or more, in which case notice must be given as in the case of an original meeting.

Chairing of meetings

27.1 The Chair of the SCIO appointed in terms of Clause 42 will preside as chair at every General Meeting unless he is unable or unwilling to do so.

27.2 If there is no Chair or if he is not present within fifteen minutes after the time for which the meeting is scheduled or if he is unable or unwilling to preside as chair of the meeting, the Trustees present may choose one of their number to preside.

27.3 If at any meeting no Trustee is willing or present to act as chair within fifteen minutes after the time for which the meeting is scheduled, the Members present may choose one of their number to preside.

Means of participation

28. Where the Trustees agree, any or all of the Members may participate in a General Meeting by any suitable means which allows all participants to communicate with all other participants, including but not limited to the use of video conferencing. Participating by such means shall constitute presence in person at a meeting and the meeting shall be deemed to have occurred at the place where the majority of the participants are present or, if there is no such majority, where the Chair of the meeting is present.

Voting

29.1 Every Member has one vote which may be given in person.

Required majority

29.2 Except as otherwise required by law or the Constitution (and in particular Clause 13 thereof), all resolutions at General Meetings will be passed by a simple majority of the votes cast by Members present in person at a meeting duly convened and held. In calculating the number of votes cast, no account shall be taken of abstentions, those absent from the meeting, or persons present who are for any reason ineligible to vote.

Show of hands

29.3 A resolution put to the vote of a meeting will be decided on a show of hands unless, prior to the result being declared, a secret ballot is requested under Clause 30.

Declaration of result

29.4 A declaration by the chair of the meeting of the result of any vote and an entry in the minutes to that effect will be conclusive evidence of the result and, if recorded, the proportion of votes cast.

Error

29.5 If any votes are counted in error, the result of the resolution will remain valid unless the error is pointed out at the same meeting or an

adjournment thereof, and unless the chair of the meeting considers the error to be sufficiently serious to invalidate the result.

Secret ballot

- 30.1 A secret ballot must be held if it is requested by:-
(i) the chair of the meeting; or
(ii) at least two Members present in person and entitled to vote.
- 30.2 A request for a secret ballot may be withdrawn. If not withdrawn, a ballot must be held in the manner directed by the chair of the meeting, who may appoint scrutineers or adjourn the meeting for the purpose of declaring the result. The result of a ballot will be deemed to be a resolution of the meeting at which it was requested.
- 30.3 A secret ballot on the election of a chair or on the question of adjournment must be taken immediately but a ballot requested on any other matter may be held at such time and place as the chair of the meeting directs. No notice need be given to any Members not present at the meeting of a ballot not taken immediately.

Records

31. The Trustees shall arrange for records to be taken and kept of:-
(i) all proceedings of General meetings, including the names of those present;
(ii) all written resolutions of the Members; and
(iii) all appointments of officers of the SCIO.
32. Records kept under Clause 31 must be retained for at least six years from the date of the meeting, resolution or appointment.
33. The records referred to in Clause 31 must be made available at the SCIO's principal office or such other place within Scotland as the Trustees may agree for inspection without charge by any Member who reasonably wishes to view them. Copies of the records must be provided to any Member who reasonably requests it upon payment by the Member of such fee as is determined by the Trustees, which must not exceed the Trustees' reasonable expenses in compliance.

Members' written resolutions

- 34.1 A written resolution of the Members passed in accordance with this Clause 34 shall be as valid and effective as if it had been passed at a General Meeting duly convened and held.
- 34.2 A written resolution may be sent out in more than one document in the like form and, subject to Clauses 34.3 to 34.5, is passed when:-
(i) it has been **properly circulated** to all **eligible** Members; and
(ii) a simple majority of the eligible Members have signified their agreement to the resolution in an **authenticated document(s)**; and

- (iii) the authenticated document(s) is or are received by the SCIO at its Principal Office or at any other address designated for the purpose within 42 days of the **circulation date**.
- 34.3 Where a written resolution relates to the removal of an Auditor before his term of office expires, notice must be given and the Auditor permitted to make representations in accordance with Clause 73.2.
- 34.4 Where a written resolution relates to the amendment of the Constitution, the unanimous agreement of the Members will be required in accordance with Clause 75.1.
- 34.5 Where a written resolution is one for which law or the Constitution (and in particular Clause 13) require a majority other than a simple majority, the majority of eligible Members who must signify their agreement to the resolution for it to be passed will be the specified majority required by law or the Constitution.

TRUSTEES

Maximum / minimum

- 35.1 There shall be a minimum of three and no maximum number of Trustees of the SCIO. The Members may by resolution increase the minimum and impose a maximum numbers of Trustees provided that the minimum is at no time reduced below three.

Eligibility

- 35.2 The Trustees shall be individuals and representatives from Community Councils who are committed to the purposes of the SCIO. At least one Trustee must be resident in Scotland.

Appointment of Trustees

- 36.1 The Trustee Board shall comprise of:-
- (i) no more than one Trustee appointed by each of the Community Councils, ("**Community Council Trustees**") and
 - (ii) up to 5 five independent Trustees ("**Independent Trustees**").
- 36.2 Each Community Council may, but shall not be required to, nominate either a member or an associate member of the Community Council only to be appointed as a Trustee of the SCIO, and must take into account any role description/skills matrix that may be provided to it by the SCIO from time to time.
- 36.3 The Trustees, may by whatever means they see fit (eg by recruitment or application) resolve to appoint by a two thirds majority, Independent Trustees to the Board based on their skills, experience, background,

profession, expertise and/or any other factor(s) that they deem appropriate and beneficial to the SCIO.

Terms of Office

- 37.1 All Trustees shall be appointed for a term not exceeding four years and shall be eligible for re-appointment for a second and final term not exceeding four years. Trustees must then stand down for a period of at least two years but may then be re-appointed as Trustees subject to the terms of the Constitution.
- 37.2 If a Community Council Trustee is removed from office in accordance with clause 38, the Community Council may nominate another Community Council member or associate member to be appointed as a Trustee in his place and his term shall begin from the date his appointment is notified to the Board.

Removal of Trustees

38. The office of a Trustee shall be vacated in any of the following events:-
- (i) on the Trustee's death; or
 - (ii) if he resigns by notice in writing to the SCIO (unless after his resignation there would be fewer than three Trustees remaining in office); or
 - (iii) if he enters into an arrangement with his creditors or becomes apparently insolvent; or
 - (iv) if he is disqualified under the 2005 Act from acting as a charity trustee;
 - (v) if a registered medical practitioner who is treating the Trustee gives a written opinion to the SCIO stating that the Trustee has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months; or
 - (vi) if his nomination is revoked by the Community Council; or
 - (vii) if he is no longer a member or associate member of the Community Council; or
 - (viii) if the Community Council he is a member or associate member of is disestablished; or
 - (ix) if:
 - (a) he is absent from Trustees' meetings for more than six months without the Trustees' permission; or
 - (b) in the sole opinion of the other Trustees, he has acted in such a way as would bring the SCIO into disrepute and in all the circumstances his removal from office is justified to preserve the reputation of the SCIO; or
 - (c) he has been in serious or persistent breach of either or both of his duties under sections 66(1) and 66(2) of the 2005 Act; or
 - (d) the other Trustees reasonably believe that he does not have sufficient capacity and is physically or mentally incapable of making decisions in relation to, and managing the affairs of,

the SCIO, and the other Trustees have given him a reasonable opportunity to respond to their concerns; and
and the other Trustees resolve that his office shall be vacated.

Alternate Trustees 39. A Trustee may not appoint an alternate Trustee or anyone else to act on his behalf at meetings of the Trustees.

Register of Trustees 40.1 The Trustees must keep a Register of Trustees and must update the Register within 28 days of receiving notification of any change.

Content 40.2 The Register of Trustees must at all times contain for each current Trustee:-
(i) his name;
(ii) his address;
(iii) the date he was appointed;
(iv) any offices he holds in the SCIO;
(v) in the case of a Trustee who is not a natural person:-
(a) any other name by which it is known;
(b) the name of the individual who is its principal contact;
(c) any charity number assigned to it; and
(d) any company number assigned to it; and
(vi) in the case of a Trustee who is appointed by OSCR under section 70A of the 2005 Act, the fact of OSCR's involvement.

40.3 The Register of Trustees must, for six years from the date that the office of Trustee is vacated, contain for each former Trustee:-
(i) his name;
(ii) any offices he held in the SCIO; and
(iii) the date on which he ceased to be a Trustee.

Right of Inspection 41.1 A copy of the Register of Trustees must be provided within 28 days to any person who reasonably requests a copy.

41.2 Where the request is made by a person who is not a Trustee:-
(i) the address of any of the Trustees may be withheld; and
(ii) the names of any of the Trustees may be withheld only if the Trustees are satisfied that this information is likely to jeopardise the safety or security of any person or premises.

OFFICE BEARERS

Appointment 42. The Trustees will elect one of the Independent Trustees as the Chair of the Trustees who will be the Chair of the SCIO and such other office bearers (if any) as they consider appropriate. If it is desired that a **Secretary** be appointed, any Trustee or any other person shall be so appointed for such term, at such remuneration and upon such

conditions as the Trustees think fit, and where any notice is required under the Constitution to be served on or by the Trustees or the SCIO, it may be served on or by the Secretary.

- Removal** 43. The Trustees may at any time revoke any appointment or appointments made under Clause 42. A person appointed to any office will automatically cease to hold that office if he ceases to be a Trustee or if he resigns from that office.

POWERS OF TRUSTEES

- Business of the SCIO** 44. The business of the SCIO will be managed by the Trustees who may exercise all such powers of the SCIO as are not required to be exercised by the Members in terms of the 2005 Act, the Constitution (and in particular Clause 13), or any regulations prescribed by the Members being not inconsistent with the 2005 Act and the Constitution.

- Effect of Regulations** 45. No regulation prescribed by the Members shall invalidate any prior act of the Trustees which would have been valid if that regulation had not been made.

- Execution of documents** 46.1 Unless otherwise required or authorised by law, a document shall be validly executed by the SCIO only if it is signed by a Trustee, or by the Secretary (if any), or by a person authorised to sign the document on the SCIO's behalf.

- 46.2 Unless otherwise required or authorised by law, a document shall be presumed to have been executed in accordance with Clause 46.1 above if it is also signed by a witness whose name and address is included in the testing clause or body of the document and it in all respects complies with schedule 2, paragraph 5 of the Requirements of Writing (Scotland) Act 1995.

- Cheques** 47. All cheques and all receipts for moneys paid to the SCIO shall be signed, drawn, accepted, endorsed or otherwise executed in such manner as the Trustees from time to time by resolution determine.

- Patrons** 48. The Trustees will have the power to admit a President and/or Patrons. The President must be an individual who is committed to the purposes of the SCIO and wishes to be associated with the SCIO and who the Trustees believe should be appointed. Patrons must be individuals, non-profit making organisations or charitable bodies, commercial or other organisations who wish to be associated with the SCIO and who the Trustees believe should be appointed as Patrons. The President and the Patrons shall not be Trustees or Members of the SCIO merely by virtue of their admission as President or as a Patron, nor shall they be eligible for appointment as such. The President and the Patrons may attend General Meetings but shall have no vote.

- Third parties dealing in good faith with the Trustees***
49. All acts done by any resolution of the Trustees or any person acting as a Trustee shall, as regards all persons dealing in good faith and for value with the SCIO, be as valid as if every such person had been duly appointed, was qualified and had continued to be a Trustee and entitled to vote, notwithstanding any defect in the appointment or continuance in office of any Trustee or person acting as such or that such person had vacated office or was not entitled to vote. The provisions of this clause shall apply equally to all acts by members of committees or by any person acting as a member of a committee as they apply to the Trustees.

TRUSTEES' MEETINGS

- Trustees' Meetings***
50. Subject to the terms of the Constitution, the Trustees may meet together for the despatch of business, adjourn, adopt regulations (being not inconsistent with the Constitution) to govern their proceedings, and otherwise regulate their meetings as they think fit.
- Convening a Meeting***
51. A Trustees' Meeting may be called by any Trustee and must be called by the Secretary (if one is appointed) on the request of a Trustee.
- Notice***
- 52.1 Trustees' Meetings shall be called with such notice as the Chair thinks fit. Notice of every Trustees' Meeting must be given to all Trustees. Where there is an accidental omission to give notice to, or the non-receipt of notice by, any person entitled to receive notice, notice will nonetheless be deemed to have been duly given and it will not invalidate the proceedings at any meeting.
- 52.2 There is no requirement to give notice of a Trustees' Meeting to any Trustee who is for the time being absent from the United Kingdom or whose address in terms of Clause 53.2 is outwith the United Kingdom, unless he has supplied the SCIO with either an address for service within the United Kingdom or an email address.
- Entitlement to notice***
- Method of notification***
- 53.1 Any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may be given in hard copy or in electronic form as follows:-
- (i) by handing it to the Trustee personally;
 - (ii) by delivering it by hand to the Trustee's address;
 - (iii) by sending it by e-mail to the Trustee's e-mail address;
 - (iv) by sending it by post with delivery pre-paid, addressed to the Trustee at his address; or

- (v) by any other reasonable means by which the Trustee has asked to be sent or supplied with such notices or documents for the time being.

53.2 For the purpose of Clause 53.1, a Trustee's address or email address is the one he has given the SCIO for the service of notices or documents. In the absence of such an address, it is his address in the Register of Trustees.

Deemed service of notice

54.1 Any notice or document served is deemed to have been served:-
(i) immediately upon being handed to the Trustee personally;
(ii) 12 hours after being delivered by hand to the Trustee's address or sent by e-mail to the Trustee's e-mail address; and
(iii) 48 hours after the letter containing the same is posted;
or, if earlier, as soon as the Trustee acknowledges receipt.

Proving service

54.2 In proving service, it is sufficient to show that:-
(i) a letter was properly addressed, stamped and posted or delivered;
or
(ii) a courier confirmed delivery of the item to the correct address; or
(iii) an e-mail was properly addressed and sent; or
(iv) receipt of service was acknowledged.

54.3 Where an individual is both a Trustee and Member of the SCIO, any notice so served shall be deemed to have been duly served on him as both Trustee and Member of the SCIO.

Quorum

55.1 No business shall be conducted at any Trustees' meeting unless a quorum is present and remains present throughout.

55.2 The quorum may be fixed by the Trustees and unless so fixed at any other number shall be five Trustees, unless Clause 64.3 permits otherwise.

55.3 Subject to Clause 64, a Trustee must not be counted in the quorum when any decision is made about a matter upon which he is not entitled to vote.

55.4 A meeting of the Trustees at which a quorum is present is competent to exercise all powers and discretions for the time being exercisable by the Trustees for as long as a quorum remains present.

Chairing of meetings

56.1 The Chair of the SCIO appointed in terms of Clause 42 will preside as the chair at every Trustees' meeting unless he is unable or unwilling to do so.

56.2 If no Chair has been appointed or if he is not present within fifteen minutes after the time for which the meeting is scheduled, or is unable or unwilling to preside as chair of the meeting, the Trustees present may choose one of their number to preside.

Means of participation

57.1 Any or all of the Trustees may participate in a Trustees' meeting by any suitable means which allows all participants to communicate with all other participants, including but not limited to the use of video conferencing, or by a succession of telephone calls to Trustees from the Chair of the meeting following disclosure to them of all material points.

57.2 Participating by any means in Clause 57.1 shall constitute presence in person at a meeting. Such a meeting shall be deemed to have occurred at the place where the majority of the Trustees participating are present or, if there is no such majority, where the Chair of the meeting is present.

Voting

58.1 Every Trustee has one vote which must be given in person. Except as otherwise required by law or by the Constitution, all questions arising at any Trustees' meeting shall be determined by a simple majority of the votes cast by the Trustees. In calculating the number of votes cast, no account shall be taken of abstentions, those absent from the meeting, or persons present who are for any reason ineligible to vote.

Casting vote

58.2 A Trustee must not vote when any decision is made about a matter upon which he is not entitled to vote under Clauses 62-65. Where an equal number of votes are cast for and against a resolution, the chair of the meeting will be entitled to a second and casting vote.

59. The Trustees may agree to invite additional persons to attend and speak at their meetings and to seek advice from such persons as they think fit, but such additional persons shall not have the right to participate in making decisions or to vote.

Records

60.1 The Trustees shall arrange for minutes to be taken and kept of:-
(i) all proceedings of Trustees' meetings, including the names of those present;
(ii) all written resolutions of the Trustees; and
(iii) all appointments of officers made by the Trustees.

60.2 Records kept under Clause 60.1 must be retained for at least six years from the date of the meeting, resolution, or appointment.

Trustees' written resolutions

61.1 A written resolution of the Trustees passed in accordance with this Clause 61 shall be as valid and effective as if it had been passed at a Trustees' Meeting duly convened and held.

- 61.2 A written resolution may be sent out in more than one document in the like form and, subject to Clauses 61.3 to 61.4, is passed when:-
- (i) it has been properly circulated to all Trustees;
 - (ii) a simple majority of the eligible Trustees have signified their agreement to the resolution in an authenticated document(s); and
 - (iii) the authenticated document(s) is or are received by the SCIO at the Principal Office or at any other address designated for the purpose within 42 days of the circulation date.
- 61.3 Where a written resolution relates to the removal of a Member, notice must be given and the Member permitted to make representations in accordance with Clause 12.2.
- 61.4 Where a written resolution is one for which law or the Constitution (and in particular Clause 13) require a majority other than a simple majority, the majority of eligible Trustees who must signify their agreement to the resolution for it to be passed will be the specified majority required by law or the Constitution.

CONFLICTS OF INTEREST

Duty to avoid conflicts

- 62.1 A Trustee must avoid a situation in which he has an interest or duty which conflicts or possibly may conflict with the interests of the SCIO.

What constitutes an interest

- 62.2 A Trustee will be deemed to have an interest in a proposed transaction or arrangement under consideration by the SCIO if:-
- (i) the proposed transaction or arrangement is or includes the provision of remuneration by the SCIO to that Trustee, or to a person connected to him in terms of section 68(2) of the 2005 Act, for services provided to or on behalf of the SCIO; or
 - (ii) he has any other interest, direct or indirect (including but not limited to any personal financial interest), in the proposed transaction or arrangement; or
 - (iii) a person, firm, or limited company with whom or with which he is deemed to be connected in terms of section 68(2) of the 2005 Act has an interest, direct or indirect, (including but not limited to any personal financial interest), in the proposed transaction or arrangement;
unless
 - (a) the proposed transaction or arrangement is not one which falls within the scope of Article 62.2(i) and is such that it cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - (b) the only benefit to him is the payment by the SCIO of a premium for indemnity insurance for the benefit of the Trustees of the SCIO; or

- (c) he is not aware of his interest, or he is not aware of the proposed transaction or arrangement in question, and it is not a matter of which he ought reasonably to be aware.

62.3 A Trustee who has an interest in terms of this Clause 62 shall be known as a “**Conflicted Trustee**”.

Declaration of interest

- 63.1 A Conflicted Trustee must declare the nature and extent of his interest to the Trustees, unless they are already aware of it or ought reasonably to be aware of it. Such declaration must be made before the proposed transaction or arrangement has been entered into by the SCIO, or, where it relates to an existing transaction or arrangement, as soon as is reasonably practicable. A declaration by a Conflicted Trustee must be made:-
- (i) at a Trustees’ meeting at or before the time discussion begins on the matter;
 - (ii) by notice in writing to the other Trustees sent to them in accordance with the terms of the Constitution relating to the service of notices.

If the declaration proves to be or becomes inaccurate or incomplete, a further declaration must be made.

Register of Interests

63.2 The SCIO shall maintain a Register of Interests which shall be reviewed at least annually and updated as necessary, and which shall be open to inspection at any time by all Trustees. Where an interest has been entered in the Register of Interests, the other Trustees shall be deemed to be aware of it.

Procedure

- 64.1 Where a Conflicted Trustee has an interest in a matter to be discussed at a meeting of the Trustees, he must, unless the other Trustees authorise him to do otherwise in terms of Clause 64.2:
- (i) declare the nature and extent of his interest in accordance with Clause 63;
 - (ii) after providing any information requested by the Trustees, take no part in any discussions of the Trustees and, if so required by the Chair, withdraw from the meeting for that item;
 - (iii) take no part in the deliberations;
 - (iv) not be counted in the quorum for that part of the meeting; and
 - (v) withdraw from the meeting during the vote and have no vote on the matter.

Authorisation by Trustees

- 64.2 Where the non-conflicted Trustees are satisfied that it is in the best interests of the SCIO to do so, they may, provided that they form a quorum in accordance with Clause 55.2 or Clause 64.3, by resolution passed in the absence of the Conflicted Trustee, authorise him to:-
- (i) participate in deliberations and/or to vote;
 - (ii) disclose to a third party information confidential to the SCIO;

- (iii) take any other action not otherwise authorised; or
 - (iv) refrain from taking any action required to remove the conflict;
- provided always that:
- (a) the terms of Section 66 of the 2005 Act are not thereby contravened;
 - (b) a Conflicted Trustee whose interest is a financial one shall at all times comply with the terms of sections 67-68 of the 2005 Act; and
 - (c) the authorisation provided under this clause shall not remove the requirement that the interest be declared in terms of Clause 63.

- Quorum where conflicts exist* 64.3 For the purpose of Clause 64, if a conflict of interest arises for a Trustee and there are insufficient non-conflicted Trustees of the SCIO to form a quorum, the quorum for the purpose of that decision only shall consist of all non-conflicted Trustees of the SCIO notwithstanding the terms of Clause 55.2.
- Personal benefit* 64.4 Where the procedure in this Clause 64 is followed, a Trustee is permitted to enter into a transaction with the SCIO in which he has an interest and, provided the terms of sections 66 to 68 of the 2005 Act are not contravened, may retain any personal benefit which arises.
- Failure to follow procedure* 65.1 Subject to Clause 65.2, all business transacted by a meeting of Trustees will be validly transacted notwithstanding the participation in the vote of any Trustee who was disqualified from holding office, had previously retired or who was obliged in terms of the Constitution to vacate office, or who was not entitled to vote or be counted in the quorum for the matter, if, when that Trustee is disregarded for the purposes of both the vote and the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.
- 65.2 Clause 65.1 does not permit a Conflicted Trustee or a person connected to him to retain any personal benefit arising from a resolution of the Trustees if, but for Clause 65.1, the resolution would have been invalid or if he failed to declare his interest in terms of Clause 63.
- Relaxation of rules* 65.3 The Members may suspend or relax to any extent (either generally or in relation to any particular matter) the provisions of Clauses 62 to 65, subject always to sections 51 and 66-68 of the 2005 Act.

COMMITTEES

- Delegation to Committees* 66.1 The Trustees may delegate any of their powers to a committee consisting of such number of Trustees and/or Members and/or such

other persons (if any) as they think fit. All proceedings of committees must be reported promptly to the Trustees.

66.2 When exercising the powers delegated to it, a committee must abide by any regulations imposed on it by the Trustees. The Trustees may impose such regulations as they think fit, and any regulations so imposed may be revoked or altered.

Proceedings of committees

66.3 No resolution of any committee will be effective unless a majority of the members of the committee at the meeting are Trustees or unless the resolution is ratified by the Trustees. All proceedings of committees must be reported promptly to the Trustees.

66.4 Subject to Clause 66.3, the meetings and proceedings of any committee will be governed by the provisions of the Constitution regulating the meetings and proceedings of the Trustees (so far as the same are applicable and are not superseded by any regulations made by the Trustees).

REMUNERATION

Remuneration

67. Any Trustee appointed to any office of the SCIO paid by salary or fees or receiving any remuneration or other benefit in money or money's worth from the SCIO may do so only in accordance with the provisions of the 2005 Act.

Expenses

68. Trustees shall be entitled to be reimbursed for any reasonable expenses properly incurred by them in the exercise of their duties.

ACCOUNTING

Accounting Records

69.1 The Trustees must ensure that proper accounting records sufficient to show and explain the SCIO's transactions are kept.

69.2 The accounting records kept under Clause 69.1 above must:-
(i) disclose at any time the current financial position of the SCIO;
(ii) contain entries showing from day to day all sums received and spent by the SCIO, and the matters in respect of which the sums are received and spent;
(iii) include a record of the assets and liabilities of the SCIO; and
(iv) be sufficient to enable a statement of account which complies with Clause 70 below to be prepared.

70. The Trustees must ensure that in each financial year a statement of account is prepared which includes a report on the SCIO's activities and complies with the Charities Accounts (Scotland) Regulations 2006 and the 2005 Act.
71. Accounting records must be kept by the SCIO for a minimum of six years from the end of the financial year to which they relate.

Inspection

- 72.1 The accounting records under Clauses 69-71 above shall be kept at the SCIO's principal office or at such other place in Scotland as the Trustees think fit and shall be open to inspection by the Trustees.
- 72.2 Members of the public shall be entitled to request and receive a copy of the most recent statement of account of the SCIO where it is reasonably requested in accordance with section 23 of the 2005 Act.
- 72.3 A copy of the SCIO's statement of account must be sent to OSCR within 9 months of the end of the SCIO's financial year.
- 72.4 Subject to this Clause, no other person, including a Member of the SCIO who is not also a Trustee of the SCIO, shall have any right to inspect any accounting records of the SCIO, except as conferred by statute or ordered by a court of competent jurisdiction or authorised by the Trustees.

***Audit/
Independent
Examination***

- 73.1 Auditors (as defined in Clause 1.2) shall be appointed and their duties regulated in accordance with the provisions of the 2005 Act.
- 73.2 Where it is proposed that the Auditor is removed before his term of office expires, he must be given at least 21 days' notice of his proposed removal. The Auditor must be allowed to make representations to the Members and such representations must be considered by the Members before the resolution is voted upon.

AMENDMENT OF CONSTITUTION

Consent

- 74.1 If the SCIO wishes to:-
- (i) amend its purposes;
 - (ii) apply to the court to amend its purposes; or
 - (iii) change its name;
- it may do so only with OSCR's consent. In the absence of such consent (given or deemed in accordance with the 2005 Act), any purported amendment shall be invalid.

74.2 OSCR's consent must be sought a minimum of 42 days prior to any change set out in Clause 74.1 taking effect.

Procedure

75.1 Subject to Clause 74, the Constitution of the SCIO may be amended by a resolution of the Members passed:-

- (i) by a majority of not less than two thirds of the Members voting in person at a General Meeting duly convened and held; or
- (ii) unanimously by way of written resolution of the Members.

75.2 Where the resolution is passed at a General Meeting, the notice of the meeting must include the text of the proposed amendments in accordance with Clause 22.

75.3 The date on which a resolution under Clause 75.1 is passed is:-

- (i) the date of the General Meeting at which it is passed; or
- (ii) the date on which the last Member agreed to it.

75.4 Any amendment to the Constitution, whether an amendment within the scope of Clause 74 or not, must be notified to OSCR within three months of it taking effect.

INDEMNITY AND LIABILITY

Indemnity

76. Subject to the provisions of this Constitution and save as otherwise excluded by law, a Trustee, Auditor, Secretary or other officer of the SCIO shall be entitled to be indemnified by the SCIO against all costs, charges, losses, expenses and liabilities incurred by him in the execution and discharge of his duties or in relation to the SCIO, unless such cost, charge, loss, expense or liability incurred is one within the terms of section 68A(2)(a) to (c) of the 2005 Act.

Liability

77. The Members of the SCIO have no liability in their capacity as Members to contribute to the assets of the SCIO or the payment of its debts and liabilities, whether on its winding up or otherwise.

DISSOLUTION

Dissolution

78.1 If the SCIO wishes to wind up or dissolve, it may do so only in accordance with the Scottish Charitable Incorporated Organisations (Removal from Register and Dissolution) Regulations 2011.

78.2 On the winding up or dissolution of the SCIO, any property of the SCIO which remains after all of the SCIO's debts and liabilities have been met must be paid or transferred to a **charitable institution** or institutions

selected at or before the time of the dissolution by the Members of the SCIO and which has purposes which are the same as or which closely resemble the purposes of the SCIO. A charitable institution to which any property is transferred must prohibit the distribution of its income and property amongst its members to an extent at least as great as is imposed on the SCIO.

- 78.3 No part of the SCIO's property may be paid or transferred to the Members of the SCIO, except to a Member that is itself a charity or directly in furtherance of a charitable purpose and in accordance with the terms of the Constitution.