

SCVO Model SCIO Constitution (two tier)

CONSTITUTION

of

Drumchapel and Clydebank Kayak Club

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GENERAL

Type of organisation

1. The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).
- 1.1. The organisation will seek to be affiliated to the Scottish Canoe Association (which is paddlesport's national governing body in Scotland).

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 "Drumchapel and Clydebank Kayak Club".

Purposes

4. The organisation's purposes are:
 - 4.1. To foster, develop and advance public participation in paddlesports.
 - 4.2. To provide recreational facilities and organise recreational activities for the safe practice of paddlesports, in particular to provide training, education and coaching to develop the skills, experience and abilities of members, and to provide opportunities for members to try other water sports activities.

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

Qualifications for membership

11. Membership is open to any individual who subscribes to the purposes of the organisation and agrees to accept the terms of this Constitution and the organisation's Policies and Procedures.
12. Employees of the organisation are not eligible for membership.

Membership Classes

13. The membership shall consist of the following categories:
 - 13.1. Adult (18+): Full membership is open to individuals aged 18 and over.
 - 13.2. Junior: Junior membership is open to individuals aged under 18.
 - 13.3. The AGM may fix administrative membership categories (such as family and concessionary) and appropriate subscriptions for each membership category as it sees fit, but members in such categories will be either an Adult member or a Junior member, depending solely on their age.

Application for membership

14. Any person who wishes to become a member must complete an application form either in writing or online and lodge this with the organisation along with a remittance or a Direct Debit mandate to meet the annual membership subscription. Application for membership shall through an advertised and open membership process (e.g., application through the organisation's website).
15. Application for membership for any junior member must be supported by a parent or guardian.
16. The Board may waive or reduce the membership subscription at its discretion for any individual.
17. The organisation is committed to extending maximum opportunity to all its members to access paddlesport in a way that reflects each individual's skills and abilities, personal safety, developmental and other needs. Securing this aspiration will need to reflect the voluntary nature of the organisation and the need to operate safely. However, the organisation is committed to the principle of equality of opportunity and inclusion across its range of activities. Equally, it is committed to recognising and upholding the right of every eligible member to attend general meetings, vote and hold office, and generally to encourage participation in activities of this organisation according to this Constitution.
18. The board may, at its discretion, refuse to admit any person to membership.
19. No application for membership will be refused on other than reasonable grounds. As set out in the organisation's Equal Opportunities Policy, there will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or other opinion.
20. The organisation will notify each applicant promptly (in writing or by e-mail) of their admission (or not) to membership.

Membership subscription

21. Members shall require to pay an annual membership subscription; which will be agreed by the members at each AGM. A reduced fee may apply for new members joining 6 months after the start of the membership year.
22. The annual membership subscriptions shall be payable on or before 1st October in each year.
23. The members may vary the amount of the annual membership subscription and/or the date on which it falls due in each year, by way of a resolution to that effect passed at an AGM.
24. If the membership subscription payable by any member remains outstanding more than twelve weeks after the date on which it fell due - and providing

he/she has been given at least one written reminder - the Board may, by resolution to that effect, expel him/her from membership.

25. A person who ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.

Register of members

26. The board must keep a register of members, setting out
 - 26.1. for each current member:
 - 26.1.1. their full name and address; and
 - 26.1.2. the date on which they were registered as a member of the organisation;
 - 26.2. for each former member - for at least six years from the date on which they ceased to be a member:
 - 26.2.1. their name; and
 - 26.2.2. the date on which they ceased to be a member.
27. The Board must ensure that the register of members is updated within 60 days of any change:
 - 27.1. which arises from a resolution of the Board or a resolution passed by the members of the organisation; or
 - 27.2. which is notified to the organisation.
28. 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 them within 28 days from approval of the request by the board at the next meeting of the board, 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 omitted.
29. All existing members of the organisation, and those joining the organisation in the future, shall be deemed to accept the terms and conditions of this Constitution and any other byelaws and policies published by the organisation.
30. Membership of the organisation is based on the express permission of the member or for a Junior member the express permission of their parent or guardian, that the organisation operates and conducts its business principally by electronic means. Email shall constitute written communication. The organisation shall make reasonable effort to accommodate those who may not have access to such means of communication, and especially to accommodate those for whom such communication may provide a problem due to disability, technical difficulty or other legitimate reasons. However, it is

under no obligation to provide alternative means of communication, and it is a condition of membership that a member agrees to receiving communications from the Club in an electronic format. Membership records will be held electronically and may be operated through third-party membership services.

Withdrawal from membership

31. Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by them; they will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

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

Re-registration of members

33. 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 30 days (running from the date of issue of the notice) to provide that confirmation to the board.
34. If a member fails to provide confirmation to the board (in writing or by e-mail) that they wish to remain as a member of the organisation before the expiry of the 30-day period referred to in clause 33, the board may expel them from membership.
35. A notice under clause 33 will not be valid unless it refers specifically to the consequences (under clause 34) of failing to provide confirmation within the 30-day period.

Expulsion from membership

36. Any member 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:-
 - 36.1. 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;
 - 36.2. the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination

37. Membership of the organisation will terminate on death of the member.

DECISION-MAKING BY THE MEMBERS

Members' meetings

38. The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
39. The gap between one AGM and the next must not be longer than 15 months.
40. Notwithstanding clause 38, 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.
41. The business of each AGM must include:-
 - 41.1. a report by the chair on the activities of the organisation;
 - 41.2. consideration of the annual accounts of the organisation;
 - 41.3. the election/re-election of charity trustees, as referred to in clauses 70 to 73.
42. The board may arrange a special members' meeting at any time.

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

43. The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:
 - 43.1. the notice states the purposes for which the meeting is to be held; and
 - 43.2. those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
44. If the board receive a notice under clause 43, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date of at the next meeting of the board after the date on which they received the notice.
45. A special members' meeting to consider winding up or dissolving the organisation must be conducted in accordance with clauses 123 to 125.

Notice of members' meetings

46. At least 14 days' clear notice must be given of any AGM or any special members' meeting or at least 3 months' clear notice for a special members' meeting to consider winding up or dissolving the organisation.
47. The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

- 47.1. in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
- 47.2. in the case of any other resolution falling within clause 57 (requirement for two-thirds majority) and clause 58 (requirement for 75% majority) must set out the exact terms of the resolution.
48. The reference to “clear notice” in clause 46 shall be taken to mean that, in calculating the period of notice,
 - 48.1. the day after the notices are posted (or sent by e-mail) should be excluded; and
 - 48.2. the day of the meeting itself should also be excluded.
49. 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.
50. Any notice which requires to be given to a member under this constitution must be: -
 - 50.1. sent by post to the member, at the address last notified by them to the organisation; *or*
 - 50.2. sent by e-mail to the member, at the e-mail address last notified by them to the organisation.

Procedure at members' meetings

51. No valid decisions can be taken at any members' meeting unless a quorum is present.
52. The quorum for a members' meeting is 10% of Adult Members with paid subscriptions, and these members can be physically present or can be present via a live video-conference link.
53. If a quorum is not present within 30 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.
54. The chair of the organisation should act as chairperson of each members' meeting.
55. If the chair of the organisation is not present within 30 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

Every Adult Member has one vote, which must be given personally. For the avoidance of doubt a vote can be cast personally by any member who is attending the meeting in person or via a live video-conference link.

56. All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clauses 57 and 58.
57. 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:
 - 57.1. a resolution amending the constitution;
 - 57.2. a resolution expelling a person from membership under clause 36;
 - 57.3. a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - 57.4. 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).
58. The following resolutions will be valid only if passed by not less than 75% of those voting on the resolution at a members' meeting
 - 58.1. 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);
 - 58.2. a resolution for the winding up or dissolution of the organisation.
59. 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.
60. A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
61. The chairperson will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

Minutes

62. The board must ensure that proper minutes are kept in relation to all members' meetings.
63. 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.

64. The board shall make available copies of the minutes referred to in clause 63 to any member of the public requesting them; but on the basis that the board may exclude confidential material to the extent permitted under clause 113.

BOARD

Number of charity trustees

65. The maximum number of charity trustees is 20; out of that:
- 65.1. no more than 4 shall be charity trustees who were elected/appointed under clauses 73 and 74 (or deemed to have been appointed under clause 72); and
 - 65.2. no more than 2 shall be charity trustees who were co-opted under the provisions of clauses 77 and 78.
66. The minimum number of charity trustees is 3.

Eligibility

67. A person shall not be eligible for election/appointment to the board under clauses 70 to 71 unless they are an Adult member of the organisation; a person appointed to the board under clause 74 need not, however, be a member of the organisation.
68. A person will not be eligible for election or appointment to the board if they are: -
- 68.1. disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
 - 68.2. an employee of the organisation.

Initial charity trustees

69. 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

70. At each AGM, the members may elect any Adult member (unless they are debarred from membership under clause 68) to be a charity trustee.
71. The board may at any time appoint any Adult member (unless they are debarred from membership under clause 68) to be a charity trustee.

72. At each AGM, one third of the charity trustees elected/appointed under clauses 70 and 71 (and, in the case of the first AGM, those deemed to have been appointed under clause 69) shall retire from office – but shall then be eligible for re-election under clause 70. Trustees elected to retire (and, if they so wish to stand for re-election), shall be the trustees who have served on the Board for the longest period since their election. In the event of a tie between trustees, the trustees selected for retirement shall be decided by drawing lots. Nothing within this clause shall prevent any Trustee who so wishes to voluntarily retire at an AGM. A trustee who voluntarily retires shall be included in the one third quota of retiring trustees.
73. A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 73.1. they advise the board prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or
- 73.2. an election process was held at the AGM and they were not among those elected/re-elected through that process; or
- 73.3. 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

74. In addition to their powers under clause 71, the board may at any time appoint any non-member of the organisation to be a charity trustee (subject to clause 65, and providing they are not debarred from membership under clause 68) either on the basis that they have specialist experience and/or skills which could be of assistance to the board.
75. At each AGM, all of the charity trustees appointed under clause 74 shall retire from office – but shall then be eligible for re-appointment under that clause.

Termination of office

76. A charity trustee will automatically cease to hold office if: -
- 76.1. they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
- 76.2. they become incapable for medical reasons of carrying out their duties as a charity trustee - but only if that incapability has continued (or is expected to continue) for a continuous period of more than six months;
- 76.3. (in the case of a charity trustee elected/appointed under clauses 70 and 71) they cease to be a member of the organisation;
- 76.4. they become an employee of the organisation;
- 76.5. they give the organisation a notice of resignation as a charity trustee, signed by them;

- 76.6. they are 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 them from office;
 - 76.7. they are removed from office by resolution of the board on the grounds that they are considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 96);
 - 76.8. they are removed from office by resolution of the board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
 - 76.9. they are removed from office by a resolution of the members passed at a members' meeting.
77. A resolution under any of clauses 76.7, 76.8 or 76.9 shall be valid only if: -
- 77.1. the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for their removal is to be proposed;
 - 77.2. 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
 - 77.3. in the case of a resolution under clauses 76.7 or 76.8 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

78. The board must keep a register of charity trustees, setting out
- 78.1. for each current charity trustee:
 - 78.1.1. their full name and address;
 - 78.1.2. the date on which they were appointed as a charity trustee; and
 - 78.1.3. any office held by them in the organisation;
 - 78.2. for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
 - 78.2.1. the name of the charity trustee;
 - 78.2.2. any office held by them in the organisation; and
 - 78.2.3. the date on which they ceased to be a charity trustee.

79. The board must ensure that the register of charity trustees is updated within 60 days of any change:
- 79.1. which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 79.2. which is notified to the organisation.
80. If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to them within 60 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 organisation is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

81. At the AGM or other EGM the members shall elect three Trustees with specific roles:
- 81.1. Chairperson;
 - 81.2. Secretary;
 - 81.3. Treasurer.
82. In addition to the office-bearers required under clause 81, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
83. All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 70 or 71.
84. A person elected to any office will automatically cease to hold that office: -
- 84.1. if they cease to be a charity trustee; *or*
 - 84.2. if they give to the organisation a notice of resignation from that office, signed by them.

Powers of board

85. 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.
86. A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
87. The members may, by way of a resolution passed in compliance with clause 58 (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.

88. In addition, prior to the AGM, the board may and usually will identify a range of other responsibilities, which will be allocated to specific charity trustee vacancies on the board. The board will retain the right to change and create additional responsibilities for individual charity trustees. It may also co-opt members, with their agreement, to assist in its work, but this confers no voting rights on the board.
89. The board shall ensure that a charity trustee or other individual has responsibility for Child Protection and Event Safety.
90. The board of charity trustees shall be the Trustees of Drumchapel and Clydebank Kayak Club.

Charity trustees - general duties

91. 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:-
 - 91.1. seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - 91.2. act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - 91.3. in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - 91.3.1. put the interests of the organisation before that of the other party;
 - 91.3.2. where any other duty prevents them 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;
 - 91.4. 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.
92. In addition to the duties outlined in clause 91, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
 - 92.1. that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - 92.2. that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.

93. Provided they have declared their interest - and have 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 they have a personal interest; and (subject to clause 92 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), they may retain any personal benefit which arises from that arrangement.
94. 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 their duties as a charity trustee.
95. 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

96. 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.
97. The code of conduct referred to in clause 96 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

98. Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
99. 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

100. No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 3 or 25% of the total number of trustees, whichever is the higher, charity trustees, present in person. For the avoidance of doubt the term "in person" includes attendance via a live electronic means, for example a video-conference link or telephone call.
101. If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 100, 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.

102. The chair of the organisation should act as chairperson of each board meeting.
103. 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.
104. Every charity trustee has one vote, which must be given personally. For the avoidance of doubt a vote can be cast personally by any trustee who is attending the meeting via electronic means, for example by video conference or telephone call.
105. All decisions at board meetings will be made by majority vote.
106. 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.
107. The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.
108. 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 they have a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; they must withdraw from the meeting while an item of that nature is being dealt with.
109. For the purposes of clause 108: -
 - 109.1. 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;
 - 109.2. a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which they are an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

Minutes

110. The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
111. The minutes to be kept under clause 110 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

112. The board shall (subject to clause 113) make available copies of the minutes referred to in clause 110 to any member of the public requesting them.
113. The board may exclude from any copy minutes made available to a member of the public under clause 112 any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.

ADMINISTRATION

Delegation to sub-committees

114. 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.
115. 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.
116. When delegating powers under clause 114 or 115, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
117. Any delegation of powers under clause 114 or 115 may be revoked or altered by the board at any time.
118. 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

119. Subject to clause 120, the signatures of two 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.
120. 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 119.

Accounting records and annual accounts

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

122. 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

123. A decision to wind up or dissolve the organisation can be made at a special members' meeting provided that at least 3 months' notice of the proposal to wind up or dissolve the organisation has been provided to members. At least 75% of the members present at the special members' meeting must vote in favour of the motion to wind up or dissolve the organisation for this to proceed.
124. 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.
125. Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for the purposes which are the same as – or which closely resemble – the purpose of the organisation as set out in this constitution.

Alterations to the constitution

126. This constitution may (subject to clause 127) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 57).
127. The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g., change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

128. References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 128.1. any statutory provision which adds to, modifies or replaces that Act;
and
 - 128.2. any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 129.1 above.
129. In this constitution: -

- 129.1. “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;
- 129.2. “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.