



Lockerbie Old School Community Hub

Building a Better Lockerbie

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Constitution of Lockerbie Old School Community Hub SCIO

April 2014
 Amended September 2022

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GENERAL

Type of Organisation

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

Scottish Principal Office

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

Name

3 The name of the organisation is “Lockerbie Old School Community Hub SCIO.” Hereafter referred to as “the organisation”.

Purposes

4 The organisation’s purposes are:

4.1 The development of the Old Primary School in Lockerbie in to a community and enterprise facility for the benefit and improvement of the “area known as Lockerbie” as defined by the postcode DG11 and the wider community at large for the benefit of the inhabitants of the area;

4.2 To encourage the goodwill and involvement of the wider community.

4.3 To foster community spirit and encourage civic pride.

4.4 The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended, and only in relation to recreational facilities or activities which are: The members of the public at large.

4.5 The advancement of education.

Formal education and less formal community education, training and research and broader education in the development of individual capabilities, skills and understanding

The provision of educational facilities, or the organisation of educational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended, and only in relation to recreational facilities or activities which are: The members of the public at large.

4.6 The advancement of citizenship or community development.

4.6.1 The development and teaching of civic values; the promotion or protection of the rights of the citizen; the encouragement of voluntary activity and increasing the involvement of individuals in community activity; helping voluntary organisations, charities and social enterprises to build up their skills.

4.6.2 The regeneration of communities in a particular area of operation by the maintenance or improvement of the physical, social and economic infrastructure and by assisting people who are at a disadvantage because of their social and economic circumstances.

4.7 The advancement of the arts, heritage, culture or science.

The advancement of the arts by provision art of facilities, or the organisation of artistic activities such as music, drama, concerts and events, food, art festivals, art workshops, dance, play and games for participation in by the members of the public at large.

4.8 The advancement of public participation in sport which involves physical skill and exertion.

4.8.1 The provision of sporting, or the organisation of sports activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended: The members of the public at large regardless of skill level, physical condition, disability or age.

4.8.2 The promotion of health and wellbeing of participants and the wider community.

4.9 The promotion of equality and diversity.

The organisation will operate without distinction of gender, sexuality, political, race, religious or other beliefs by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to encourage local community involvement and responsibility for its management

4.10 To operate as a Scottish Charitable Incorporated Organisation (“SCIO”) on a strictly not for profit basis; all income shall be used in furtherance of restoration, preservation and development of the organisation.

All moneys or other assets of the organisation shall be used solely to further the charitable aims of the organisation and may not be used for any non-charitable purpose.

4.11 Any other purpose that may reasonably be regarded as analogous to any of the preceding.

Aim

Lockerbie Old School Community Hub SCIO aim to fulfil those purposes through the following supporting project objects:

The restoration and exposition of Lockerbie Old School, Dryfe Road, Lockerbie, Dumfries & Galloway, DG11 2AP, for the benefit of “the community”.

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 the Charity Trustees henceforth referred to as "the trustees".

MEMBERS

Qualifications for membership

11 Membership is open to any individual aged over 16 who has an active interest in assisting the organisation in its purposes; and

11.1 are ordinarily resident in the "community".

12 Employees of the organisation are not eligible for membership.

Application for membership

13 Any person who wishes to become a member with voting rights must have the postal code DG11. They must give contact details eg. Email address (if applicable) phone number, postal address.

14 Any person out with the postal code DG11 can become associate members, with no voting rights.

15 The board does not hold the right to refuse anyone membership unless the member is subject to clause 11,11.1 or 12.

Membership Subscription

16 An annual membership subscription will be payable at the discretion of the board. The level of any subscription will be set by the board.

Register of Members

17 The board must keep a register of members, setting out:

17.1 For each current member:

17.1.1. his/her full name and address; and

17.1.2 The date on which he/she was registered as a member of the organisation;

17.2 for each former member - for at least six years from the date on he/she ceased to be a member:

17.2.1 his/her name; and

17.2.2 The date on which he/she ceased to be a member.

18 The board must ensure that the register of members is updated within 28 days of any change:

18.1 Which arises from a resolution of the board or a resolution passed by the members of the organisation; or

18.2 Which is notified to the organisation.

19 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

Withdrawal from Membership

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

Transfer of Membership

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

Re-Registration of Members

22 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation, and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.

23 If no confirmation is provided to the board (in writing or by email) by the end of the 28 day period referred to in clause 22 it will be assumed that the member gives consent to remain as a member.

24 A notice under clause 22 will not be valid unless it refers specifically to the consequences (under clause 23) of failing to provide confirmation within the 28-day period.

Expulsion from Membership

25 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:-

25.1 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;

25.2 The member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

DECISION-MAKING BY THE MEMBERS

Members' Meetings

26 The Board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.

27 The gap between one AGM and the next must not be longer than 15 months.

28 Notwithstanding clause 26, 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.

29 The business of each AGM must include:-

29.1 A report by the Chair on the activities of the organisation;

29.2 An Annual Report by the Secretary;

29.3 Consideration of the annual accounts of the organisation;

29.4 The election/re-election of charity trustees, as referred to in clauses 58 to 61.

30 The Board may arrange a special members' meeting at any time.

Power to request the Board to arrange a special members' Meeting

31 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:

31.1 The notice states the purposes for which the meeting is to be held; and

31.2 Those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.

32 If the Board receive a notice under clause 31, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

33 At least 28 clear days' notice must be given of any AGM or any special members meeting.

34 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

34.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

34.2 In the case of any other resolution falling within clause 45 (requirement for two-thirds majority) must set out the exact terms of the resolution.

35 The reference to "clear days" in clause 33 shall be taken to mean that, in calculating the period of notice,

35.1 the day after the notices are posted (or sent by e-mail) should be excluded; and;

35.2 The day of the meeting itself should also be excluded.

36 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.

37 Any notice which requires to be given to a member under this constitution must be: -

37.1 sent by post to the member, at the address last notified by him/her to the

37 Any notice which requires to be given to a member under this constitution must be: -

37.1 sent by post to the member, at the address last notified by him/her to the organisation; or

37.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

Procedure at Members' Meetings

38 No valid decisions can be taken at any members' meeting unless a quorum is present.

39 The quorum for a members' meeting is 5 members, present in person.

40 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.

41 The Chair of the organisation should act as Chairperson of each members' meeting.

42 If the Chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as Chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as Chairperson of that meeting.

Voting at members' Meetings

43 Every member has one vote, which must be given personally.

44 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 45.

45 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 49):

45.1 A resolution amending the constitution;

45.2 a resolution expelling a person from membership under article 25;

45.3 A resolution directing the Board to take any particular step (or directing the Board not to take any particular step);

45.4 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);

45.5 A resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);

45.6 A resolution for the winding up or dissolution of the organisation.

46 If there are an equal number of votes for and against any resolution, the Chairperson of the meeting will be entitled to a second (casting) vote.

47 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.

48 The Chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.

Written Resolutions by Members

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

Minutes

50 The Board must ensure that proper minutes are kept in relation to all members' meetings.

51 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.

52 The Board shall make available copies of the minutes referred to in clause 50 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 112.

BOARD

Number of Charity Trustees

53 The maximum number of charity trustees is 12.

54 The minimum number of charity trustees is 3.

Eligibility

55 A person will not be eligible for election or appointment to the Board unless he/she is a member or associate member of the organisation. The majority of the Board must be resident in DG11. Associate members who are elected onto the Board will have voting rights.

56 A person will not be eligible for election or appointment to the Board if he/she is: -

56.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or

56.2 An employee of the organisation.

Initial Charity Trustees

57 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

58 At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.

59 The Board may at any time appoint any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.

60 At each AGM, all of the charity trustees must retire from office - but may then be re-elected under clause 58.

61 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -

61.1 he/she advises the Board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or

61.2 An election process was held at the AGM and he/she was not among those elected/re-elected through that process; or

61.3 A resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Termination of office

62 A charity trustee will automatically cease to hold office if: -

62.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;

62.2 he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;

62.3 he/she ceases to be a member of the organisation;

62.4 he/she becomes an employee of the organisation;

62.5 he/she gives the organisation a notice of resignation, signed by him/her;

62.6 he/she is absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board - but only if the Board resolves to remove him/her from office;

62.7 he/she is removed from office by resolution of the Board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 79);

62.8 he/she is removed from office by resolution of the Board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or

62.9 he/she is removed from office by a resolution of the members passed at a members' meeting.

63 A resolution under paragraph 62.7, 62.8 or 62.9 shall be valid only if: -

63.1 The charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;

63.2 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

63.3 (in the case of a resolution under paragraph 62.7 or 62.8) 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

64 The Board must keep a register of charity trustees, setting out

64.1 For each current charity trustee:

64.1.1 his/her full name and address;

64.1.2 The date on which he/she was appointed as a charity trustee; and

64.1.3 Any office held by him/her in the organisation;

64.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:

64.2.1 The name of the charity trustee;

64.2.2 Any office held by him/her in the organisation; and

64.2.3 The date on which he/she ceased to be a charity trustee.

65 The Board must ensure that the register of charity trustees is updated within 28 days of any change:

65.1 Which arises from a resolution of the Board or a resolution passed by the members of the organisation; or

65.2 Which is notified to the organisation.

66 If any person requests a copy of the register of charity trustees, the Board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the Board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-Bearers

67 The charity trustees must elect (from among themselves) a Chair, a treasurer and a secretary.

68 In addition to the office-bearers required under clause 67, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.

69 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 67 or 68.

70 A person elected to any office will automatically cease to hold that office: -

70.1 If he/she ceases to be a charity trustee; or

70.2 If he/she gives to the organisation a notice of resignation from that office, signed by him/her.

Powers of Board

71 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.

72 A meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.

73 The members may, by way of a resolution passed in compliance with clause 45 (requirement for two-thirds majority), direct the Board to take any particular step or direct the Board not to take any particular step; and the Board shall give effect to any such direction accordingly.

Charity trustees - general duties

74 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:-

74.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;

74.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

74.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:

74.3.1 put the interests of the organisation before that of the other party;

74.3.2 Where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;

74.4 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.

75 In addition to the duties outlined in clause 74, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -

75.1 That any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and

75.2 That any trustee who has been in serious and persistent breach of those duties is removed as a trustee.

76 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause 77 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), he/she may retain any personal benefit which arises from that arrangement.

77 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.

78 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

79 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.

80 The code of conduct referred to in clause 79 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.

Secretary

81 The Secretary shall keep minutes of the SCIO's business and transactions conduct correspondence on behalf of the SCIO and have custody and responsibility for the documents of the SCIO.

82 The Secretary is empowered to represent the policy of the Project and act on its behalf with the consent of the Chair.

83 The Secretary may devolve tasks relating to specific actions to others, at his or her discretions.

84 All matters of substance sent out and received shall be available for scrutiny and comment by the Board.

85 The Secretary shall prepare an Annual Report and shall present it to the AGM.

Finance and Treasurer

86 all moneys or other assets of the Project shall be used solely to further the aims of the Project.

87 The Treasurer/person(s) appointed by Trustees shall keep proper financial accounts of the Project's business and transactions conduct correspondence on finance issues in conjunction with Secretary and Chair and have custody and responsibility for the financial accounts of the Project.

88 The financial year of the Project shall begin on 1st August

89 The Treasurer/person(s) appointed by Trustees shall keep financial accounts relating to the Project's activities including records of reserved and unreserved funds.

90 The Treasurer/person(s) appointed by Trustees shall prepare and present to the AGM accounts that have been examined and certified by a capable independent examiner or audited if required by charity law or other statutory requirement.

90.1 Accounts shall be submitted to OSCR together with Trustee Annual Report.

91 Withdrawals from The Projects's bank account must be authorised by the signatures of the Treasurer/person(s) appointed by Trustees and one Trustee. There will be minimum of 3 authorised signatures on the account

92 Claims for personal expenses by members shall not extend to travelling to and from the site of the model or other sites related to the aims of the Project.

93 The Treasurer/person(s) appointed by Trustees is empowered to represent the policy of the Project and act on its behalf with the consent of the Chair.

Chair

94 The Chair shall be in charge of the conduct of General Meetings and meetings of the Steering Committee.

95 The Chair is empowered to represent the policy of the Project and act on its behalf.

96 The Vice-Chair assumes the powers of the Chair in his absence.

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of Board meetings

97 Any charity trustee may call a meeting of the Board or ask the secretary to call a meeting of the Board.

98 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

99 No valid decisions can be taken at a Board meeting unless a quorum is present; the quorum for Board meetings is 3 charity trustees, present in person.

100 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 99, 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.

101 The Chair of the organisation should act as Chairperson of each Board meeting.

102 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.

103 Every charity trustee has one vote, which must be given personally.

104 All decisions at Board meetings will be made by majority vote.

105 If there are an equal number of votes for and against any resolution, the Chairperson of the meeting will be entitled to a second (casting) vote.

106 The Board may, at its discretion, allow any person to attend and speak at a Board meeting notwithstanding that he/she is not a charity trustee - but on the basis that he/she must not participate in decision-making.

107 A charity trustee must not vote at a Board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal

interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.

108 For the purposes of clause 107: -

108.1 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;

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

Minutes

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

110 The minutes to be kept under clause 109 must include the names of those present; and (so far as possible) should be signed by the Chairperson of the meeting.

111 The Board shall (subject to clause 112) make available copies of the minutes referred to in clause 109 to any member of the public requesting them.

112 The Board may exclude from any copy minutes made available to a member of the public under clause 111 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

113 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.

114 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.

115 When delegating powers under clause 113 or 114, the Board must set out appropriate conditions (which must include an obligation to report regularly to the Board).

116 Any delegation of powers under clause 113 or 114 may be revoked or altered by the Board at any time.

117 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

118 Subject to clause 119, the signatures of two out of three signatories (who must not be 'not connected, as per the definition of connected in the Charities and Trustee Investment (Scotland) Act 2005' 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.

119 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 118.

Accounting Records and Annual Accounts

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

121 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

122 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.

123 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the Constitution

124 This constitution may (subject to clause 125) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 45) or by way of a written resolution of the members.

125 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

126 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -

126.1 Any statutory provision which adds to, modifies or replaces that Act; and

126.2 Any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 126.1 above.

127 In this constitution: -

127.1 "charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;

127.2 "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.

This Constitution amended at Committee Meeting held on the 27th September 2022.

Sign and state "certified as a true copy" below.

Jackie Moffat. (Chair) 79 West Acres Lockerbie DG11 2EL

Signature _____ Date _____

Mairi Pringle. (Trustee) 2 Glasgow Road Lockerbie DG11 2AR

Signature _____ Date _____

AMENDMENTS

14th January, 2014

Clause 118 amended to reflect requirements of the Charities and Trustee Investment (Scotland) Act 2005. Amendment proposed and seconded, to be formally adopted at AGM.

118 Subject to clause 119, the signatures of two out of three signatories (who must not be 'not connected, as per the definition of connected in the Charities and Trustee Investment (Scotland) Act 2005' 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.

4th December 2018.

Clause 13 – 15 amended to reflect a fair, unbiased and open to all membership.

13 Any person who wishes to become a member with voting rights must have the postal code DG11. They must give contact details eg. Email address (if applicable) phone number, postal address.

14 – Any person out with postal code of DG11 can become an associate member, they will not have voting rights.

15 – The board does not hold the right to refuse anyone membership unless the member is subject to clause 11, 11.1 or 12.

25th August 2020

Clause 53 amended to increase trustee capacity

53 The maximum number of charity trustees is 5.

Clause 86 – 93

88 The financial year of the Project shall begin on April 1st.

89 The Treasurer shall keep financial accounts relating to the Project's activities.

90 The Treasurer shall prepare and present to the AGM accounts that have been examined and certified by a capable independent examiner or audited if required by charity law or other statutory requirement

Clause 90.1 added following discussion at AGM to clarify importance of documents that need to be submitted to OSCR

27th September 2022

23 If a member fails to provide confirmation to the board (in writing or by e-mail) that he/she wishes to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 22, the board may expel him/her from membership.

53 The maximum number of charity trustees is 8.

55 A person will not be eligible for election or appointment to the Board unless he/she is a member of the organisation.

87 The Treasurer shall keep proper financial accounts of the Project's business and transactions conduct correspondence on finance issues in conjunction with Secretary and Chair and have custody and responsibility for the financial accounts of the Project.

89 The Treasurer shall keep financial accounts relating to the Project's activities including records of reserved and unreserved funds.

90 The Treasurer shall prepare and present to the AGM accounts that have been examined and certified by a capable independent examiner or audited if required by charity law or other statutory requirement.

93 The Treasurer is empowered to represent the policy of the Project and act on its behalf with the consent of the Chair.

91 Withdrawals from the Project's bank must be authorised by the signatures of the Treasurer and one other office bearer.