



**A Scottish Charitable Incorporated Organisation**  
*in terms of the*  
***Charities and Trustee Investment (Scotland) Act 2005***

## **CONSTITUTION**

**of**

# ***Richmond House, Crieff***

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*Scottish Charity Number SC000685*



# *A Scottish Charitable Incorporated Organisation*

## *Constitution*

of

### **Richmond House, Crieff**

#### **1 NAME AND PRINCIPAL OFFICE**

1.1 The name of the Scottish Charitable Incorporated Organisation is 'Richmond House, Crieff' ("the SCIO").

1.2 The Principal Office of the SCIO is situated in Scotland.

#### **2 DEFINITIONS**

2.1 The definitions and meanings specified in this Clause shall apply throughout this Constitution and any Schedule hereto, as follows:

<b>WORDS</b>	<b>MEANINGS</b>
AMM	– the Annual Members' Meeting.
Applicants	– those first members of the SCIO who are the individuals who make the Application to OSCR under section 54(1) of the Charities Act.
Board	– the Board of Trustees.
Charitable Purposes	– as described in Clause 3 on the basis that these fall within section 7 of the Charities Act and are also regarded as charitable in relation to the application of the Taxes Acts.
Charities Act	– the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification and re-enactment thereof for the time being in force.
charity	– a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.
Clause(s)	– Clause(s) of this Constitution

Constitution	– this Constitution, and any ancillary regulations thereunder, in force from time to time.
Co-opted Trustee	– as described in Clause 8.1.2 and 8.3.
Elected Trustee(s)	– as described in Clauses 8.1.1 and Clause 8.2.
electronic Members' Meeting	– means any Members' Meeting, including an AMM hosted at an electronic platform
electronic platform	– includes, but is not limited to, website addresses and conference call systems
EMM	– an Extraordinary Members' Meeting, and any Members' Meeting which is not an AMM.
in person	– means present in person at a physical Members' Meeting or present by electronic means at an electronic platform at an electronic Members' Meeting, as the case may be.
in writing	– written, printed or lithographed, or partly one and partly another, and other modes of representing or producing words in a visible and non-transitory (albeit electronically-based) form.
members	– all members of the SCIO.
month	– calendar month.
organisation	– any body corporate, unincorporated association, society, federation, authority, agency, union, co-operative, trust, partnership or other organisation (not being an individual person).
OSCR	– the Office of the Scottish Charity Regulator.
property	– any property, assets or rights, heritable or moveable, wherever situated in the world.
SCIO	– Richmond House, Crieff.
Trustee(s)	– the Charity Trustees for the time being of the SCIO.

- 2.2 Words importing the singular number only shall include the plural number, and *vice versa*.
- 2.3 Any words or expressions defined in the Charities Act shall, if not inconsistent with the subject or context, bear the same meanings in the Constitution.
- 2.4 Any Schedule to this Constitution is deemed to form an integral part hereof.

### **3 CHARITABLE PURPOSES and POWERS**

- 3.1 The Charitable Purposes of the SCIO ("the Charitable Purposes") are to provide relief to those in need by reason of age, ill health, disability, financial hardship or other disadvantage through;
- 3.1.1 the administration, maintenance and conduct of a residential care home for the elderly at Richmond House, Crieff, and provisions ancillary thereto for the benefit of the elderly in Crieff and District or from elsewhere; and/or
- 3.1.2 the provision of services and activities in the community of Crieff and District with the object of improving the conditions of life for the persons for whom the services or activities are primarily intended and tackling social isolation.
- 3.2 In terms of section 50(5) of the Charities Act, the SCIO shall have power to do anything which is calculated to further the Charitable Purposes or is conducive or incidental to doing so. Without prejudice to the foregoing generality, the SCIO shall also have the powers, only in furtherance of its Charitable Purposes, as expressed in the Schedule annexed to the Constitution.

### **4 GENERAL STRUCTURE OF THE SCIO**

The structure of the SCIO comprises:

- 4.1 **Members** - who are the Trustees from time to time, who have the right to attend the AMM (and any Members' Meeting) and have important powers under this Constitution and the Charities Act, particularly in taking decisions in relation to any changes to this Constitution; and
- 4.2 **Trustees** - who hold regular meetings between each AMM, set the strategy and policy of the SCIO, generally control and supervise the activities of the SCIO and, in particular, are responsible for monitoring its financial position and, where there are no employees or managers appointed, are responsible also for the day-to-day management of the SCIO.

### **5 MEMBERSHIP**

#### **5.1 Members and Register of Members**

- 5.1.1 The first members of the SCIO shall be the Applicants.
- 5.1.2 The members of the SCIO shall be the current Trustees, on the basis that a new Trustee shall automatically become a member on becoming a Trustee and shall

automatically cease to be a member on ceasing to be a Trustee for whatever reason.

- 5.1.3 The SCIO's Register of Members shall be the same as its Register of Trustees (see Clause 8.8), with all details recorded therein as required for both a Register of Members and a Register of Trustees.

## 5.2 **Employees**

Employees of the SCIO shall not be eligible for membership. A person who becomes an employee of the SCIO after admission to membership shall automatically cease to be a member (and a Trustee).

- 5.3 The liability of members of the SCIO is limited and, upon the winding-up of the SCIO, the terms of Clause 19.4 apply.

## 6 **MEMBERS' MEETINGS**

### 6.1 **Convening Members' Meetings – General Provisions**

- 6.1.1 The Board shall convene an AMM preferably once a year and otherwise at least once in every fifteen month period.
- 6.1.2 Any three or more Trustees may convene an EMM whenever they think fit.
- 6.1.3 A Members' Meeting does not need to be held exclusively in one place, provided that, where two or more members are not in the same place as each other, they are all able to communicate together and vote thereat.
- 6.1.4 The Board may resolve to enable persons entitled to attend a Members' Meeting to do so by simultaneous attendance and participation at an electronic platform by electronic means (such as by means of a conference telephone, video conferencing facility or similar communications equipment), such meeting being an "**electronic Members' Meeting**", with no member necessarily in physical attendance at the electronic Members' Meeting. A person participating in such a meeting by such means shall be deemed to be attending electronically. The members attending shall be counted in the quorum for, and entitled to speak and vote at, the electronic Members' Meeting in question, and the proceedings shall be valid if the person chairing the meeting is satisfied that adequate facilities are available throughout the electronic Members' Meeting to ensure members attending who are not together in the same place may, by electronic means, attend, hear, speak and vote at it.
- 6.1.5 If it appears to the person chairing the meeting that the electronic platform, facilities or security at the electronic Members' Meeting have become inadequate to allow members to attend, communicate together, hear, speak and vote at it then the person chairing the meeting may adjourn the Members' Meeting to such time and place (or electronic platform) as may be fixed by the person chairing the meeting. All business conducted at the Members' Meeting up to that time of the adjournment shall be valid.
- 6.1.6 If, after the sending of notice of a Members' Meeting, in terms of Clause 6.3, but before the meeting is held, or after the adjournment of a Members' Meeting but before the adjourned meeting is held (whether or not notice of the adjourned meeting is required), the Board decides that it is impracticable or

unreasonable, for a reason beyond its control, to hold the physical Members' Meeting at the declared place or the electronic Members' Meeting on the electronic platform specified in the notice, it may change the place or electronic platform and/or postpone the date and time at which the Members' Meeting is to be held. In which case notice of the change or postponement will be communicated to the members no less than 7 days' prior to the date of the original Members' Meeting.

## 6.2 **AMM Agenda**

The business of each AMM may include:

- 6.2.1 the report by the chairperson on the activities of the SCIO;
- 6.2.2 the election of Trustees (where relevant);
- 6.2.3 the report of the independent financial examiner;
- 6.2.4 receiving the annual accounts of the SCIO; and
- 6.2.5 the appointment of the independent financial examiner.

## 6.3 **Notice of Members' Meetings**

6.3.1 At least 14 clear days' notice shall be given of every AMM and EMM.

6.3.2 The notice shall specify:

- (a) whether the Members' Meeting shall be a physical Members' Meeting or an electronic Members' Meeting;
- (b) for a physical Members' Meeting, the place, the day and the hour of meeting;
- (c) for an electronic Members' Meeting the time, date and electronic platform for the meeting, and means by which a person may attend, which electronic platform may vary from time to time and from meeting to meeting, as the Board in its sole discretion sees fit;
- (d) the general nature of the business to be dealt with at the meeting; and
- (e) if a Special Resolution (see Clause 6.7.2) is to be proposed, the notice shall state the fact giving the exact terms of the resolution.

6.3.3 The notice shall be sent, in the manner specified in Clause 16, to all members and to such persons or organisations as are under this Constitution entitled to receive such notices.

6.3.4 The accidental omission to give notice of a Members' Meeting to, or the non-receipt of such notice by, any members, persons or organisations entitled to receive notice thereof shall not invalidate any resolution passed at or proceedings of any AMM or EMM.

## 6.4 **Chairperson of Members' Meetings**

The Chairperson of the SCIO, whom failing the Vice-Chairperson of the SCIO (if any), shall act as chairperson of each Members' Meeting. If neither the Chairperson nor the Vice-Chairperson is present and willing to act as chairperson of the meeting within 15 minutes after the time at which the Members' Meeting in question was due to commence, the Trustees present shall elect from among themselves the Trustee who will act as chairperson of that meeting.

## 6.5 **Quorum at Members' Meetings**

6.5.1 The quorum for a Members' Meeting shall be not less than 50% of all Trustees, in their capacity as members, present in person. No business shall be dealt with at any

Members' Meeting, other than the appointment of the chairperson of the meeting in terms of Clause 6.4, unless a quorum is present.

6.5.2 If a quorum is not present within 15 minutes after the time at which the Members' Meeting was due to commence - or if, during a Members' Meeting, a quorum ceases to be present - the Members' Meeting shall stand adjourned to such time and place (or electronic platform) as may be fixed by the chairperson of the meeting.

#### **6.6 Voting at Members' Meetings – General Provisions**

6.6.1 The chairperson of the meeting (see Clause 6.4) shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.

6.6.2 Each Trustees as a member of the SCIO is able to attend and speak at any Members' Meeting and shall have one vote, to be exercised only in person.

6.6.3 All resolutions put to the vote at any Members' Meeting shall be decided verbally or on a show of hands, as appropriate.

6.6.4 Where members are participating in an electronic Members' Meeting, they may cast their vote on any resolution orally, or by way of some form of visual indication, or by use of a voting button or similar, as the Board in its sole discretion deems appropriate for the purposes of the electronic Members' Meeting, and providing the Board have no reasonable grounds for suspicion as regards authenticity, any such action shall be deemed to be a vote cast personally via a show of hands.

6.6.5 No member may appoint a proxy to attend and vote at a meeting in their stead.

6.6.6 In the event of an equal number of votes for and against any resolution, the chairperson of the meeting shall have a casting vote as well as a deliberative vote.

6.6.7 The chairperson of the meeting may permit any other person or persons to attend a Members' Meeting who otherwise has no right to do so, as an observer or observers. In that event, it shall be at the discretion of the chairperson of the meeting whether any such observer may be invited to speak thereat.

6.6.8 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairperson of the meeting whose decision shall be final and conclusive.

#### **6.7 Voting at Members' Meetings – Ordinary Resolutions and Special Resolutions**

6.7.1 At any Members' Meeting an Ordinary Resolution put to the vote of the meeting shall be carried if approved by a simple majority of the members present in person and voting thereon (taking account only of those votes cast in favour of the resolution as compared with those votes cast against the resolution).

6.7.2 At any Members' Meeting a Special Resolution put to the vote of the meeting shall be carried if approved by not less than two-thirds of the members present in person and voting thereon (for the avoidance of doubt, the reference to a two-thirds majority only relates to the number of votes cast in

favour of the resolution as compared with the number of votes cast against the resolution and no account therefore being taken of members who abstain from voting or who are absent from the meeting).

The following matters may only be resolved by Special Resolution of the members:

- (a) to alter the name of the SCIO; or
- (b) to amend the Charitable Purposes; or
- (c) to amend this Constitution; or
- (d) to wind up the SCIO in terms of Clause 19; or
- (e) to amend the maximum number of Trustees in terms of Clause 7.3.1; or
- (f) to purchase or sell any heritable property owned by the SCIO or any of its subsidiaries and to purchase any heritable property wherever situated; or
- (g) to form, acquire or dispose of any subsidiary; or
- (h) to acquire or dispose, whether by the SCIO or by any of its subsidiaries, of any shares of any other company or the participation or cessation of participation by the SCIO or by any of its subsidiaries in any formal trust or joint venture; or
- (i) to create or issue or allow to come into being any mortgage, security, charge or other encumbrance upon any part or parts of the property or assets of the SCIO or to obtain any advance or credit in any form other than normal trade credit, or to create or issue by any subsidiary of any debenture or loan stock; or
- (j) to grant any guarantee or indemnity to any party, other than any wholly-owned subsidiary of the SCIO; or
- (k) all other Special Resolutions.

6.7.3 An Ordinary Resolution to be proposed at a Members' Meeting may be amended if:

- (a) written notice of the proposed amendment is received by the SCIO from a member entitled to vote thereat not less than 48 hours before the time appointed for the holding of the meeting or adjourned meeting; and
- (b) the proposed amendment does not, in the reasonable opinion of the chairperson of the meeting, materially alter the scope of the resolution.

6.7.4 A Special Resolution to be proposed at a Members' Meeting may be amended if:

- (a) the chairperson of the meeting proposes the amendment at the Members' Meeting at which the Special Resolution is to be proposed; and
- (b) the amendment does not go beyond what is necessary to correct a grammatical, interpretative or other non-substantive error in the Special Resolution.

6.7.5 If the chairperson of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairperson's error does not invalidate the vote on that resolution.



## 6.8 **Voting – Written Resolutions**

- 6.8.1 Ordinary and Special Resolutions may be passed in writing, rather than at a Members' Meeting, provided that the terms of this Clause are followed.
- 6.8.2 An ordinary resolution in writing signed by or on behalf of a simple majority of all the members shall be as valid and effective as if the same had been passed at a Members' Meeting of the SCIO duly convened and held.
- 6.8.3 A Special Resolution in writing signed by or on behalf of not less than two-thirds of all the members shall be as valid and effective as if the same had been passed at a Members' Meeting of the SCIO duly convened and held, unless it is a Special Resolution in writing to amend this Constitution, which is dealt with at Clause 6.8.4.
- 6.8.4 A Special Resolution to amend this Constitution signed by all the members shall be as valid and effective as if the same has been held passed at a Members' Meeting of the SCIO duly convened and held.
- 6.8.5 Written resolutions may not be used for the removal of a Trustee prior to the expiration of his or her term of office.
- 6.8.6 Any written resolution must be issued in hard copy (by hand or by post) or in electronic form (such as by e-mail), or by means of a website at the same time, to all members on the Circulation Date (that is, the date on which copies of the written resolution are sent to the members).
- 6.8.7 A written resolution is proposed by the Board must include the following express statements:
  - (a) an explanation of how to signify agreement to the resolution;
  - (b) how it can be sent back, and whether in hard copy (by hand or by post) and/or in electronic form (such as by e-mail); and
  - (c) the date by which the resolution must be passed if it is not to lapse (that is, the date which is 28 days beginning with the Circulation Date).
- 6.8.8 Any such written resolution may consist of several documents in the same form, each signed by or on behalf of one or more members.
- 6.8.9 Once a member has signed and returned a written resolution in agreement thereto, his or her agreement is irrevocable.

## 7 **THE BOARD OF TRUSTEES**

- 7.1 The strategy and affairs of the SCIO shall be directed and managed by a Board of Trustees elected in terms of Clause 8. The Board may exercise all such powers of the SCIO, and do on behalf of the SCIO all acts as may be exercised and done by the SCIO, other than those required to be exercised or done by the members in Members' Meeting, and subject always to this Constitution.

### 7.2 **Delegation**

- 7.2.1 The Board may delegate any of its powers to any sub-committee or persons or person, by such means, to such an extent and on such terms and conditions as it thinks fit, and may at any time revoke such delegation, in whole or in part, or alter such terms and conditions. If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any sub-committee or persons or person to whom they are delegated.
- 7.2.2 Any sub-committee so formed or persons or person to whom delegation of powers is made in terms of Clause 7.2.1 shall, in the exercise of the powers so delegated, conform to any remit and regulations imposed on it by the Board.

- 7.2.3 In the case of delegation to any one or more sub-committees, each shall consist of not less than one Trustee and such other person or persons as the Board thinks fit or which it delegates to the committee to appoint. The meetings and proceedings of any such sub-committee shall be governed by the provisions of this Constitution for regulating the meetings and proceedings of the Board so far as applicable (and, without prejudice to that generality including Clauses 12.4.5 and 12.6) and so far as the same shall not be amended or superseded by any specific regulations made by the Board for all or any sub-committees. A sub-committee may invite or allow any person to attend and speak, but not to vote, at any of its meetings. Such sub-committee shall regularly and promptly circulate, or ensure the regular and prompt circulation of, the minutes of its meetings to all Trustees.
- 7.2.4 Unless expressly part of such delegation, no decision of any such sub-committee, persons or person shall bind the Board.

### 7.3 **Number of Trustees**

- 7.3.1 The number of Trustees shall not be fewer than three and, unless otherwise determined by special resolution at a Members' Meeting (but not retrospectively), not more than fourteen.
- 7.3.2 The Board may act notwithstanding any vacancy in it, but where the number of Trustees falls below the minimum number specified in this Clause, it may only do so for the purpose of appointing sufficient Trustees to match or exceed that minimum.

## 8 **TRUSTEES**

### 8.1 **Composition of Board**

The Board shall comprise:

- 8.1.1 up to eleven (11) individual persons elected as Trustees in terms of Clause 8.2 ("**the Elected Trustees**"); and
- 8.1.2 up to three (3) individual persons co-opted as Trustees by the Board in terms of Clause 8.3, in order to benefit from specific skills or experience from time to time ("**the Co-opted Trustees**").

### 8.2 **Elected Trustees**

- 8.2.1 At the incorporation of the SCIO, the Applicants and any others chosen by them from time to time shall be the Elected Trustees until the first AMM, provided that the maximum number of Elected Trustees is not exceeded at any time.
- 8.2.2 The board may at any time elect any person (subject to the maximum number at Clause 7.3.1 and providing they are not disqualified from being a charity trustee under the Charities Act) to be a charity trustee - by way of a resolution passed by majority vote at a Board meeting or at a Members' Meeting.
- 8.2.3 At the first and each subsequent AMM, one-third of the Elected Trustees (or the nearest number upwards) shall retire from office.
- 8.2.4 If no other Trustee has or Trustees have decided or agreed to retire, the Elected Trustees to retire at each AMM shall be those who have been longest in office since their last election but, as between persons who were elected or last re-

elected Trustees on the same day, the one or ones to retire shall (unless they otherwise agree amongst themselves) be determined by lot. Any Trustee who has served at least nine continuous years must retire at the next AMM and will require to have at least one year out of office before being eligible again.

- 8.2.5 A retiring Elected Trustee shall retain office until the close or adjournment of the meeting.
- 8.2.6 A retiring Elected Trustee shall be eligible for re-election, unless they have served a continuous period as a Trustee of nine years, in which case the Elected Trustee must have at least one year out of office before being eligible for re-appointment again as an Elected Trustee or a Co-opted Trustee.
- 8.2.7 In exceptional circumstances, where it is considered by the Board to be in the best interests of the SCIO, the Board can resolve by a special decision of not less than two-thirds all of the Trustees to extend the continuous period of the Trusteeship of an individual who is an Elected Trustee to beyond nine years, from time to time.
- 8.2.8 A Trustee vacating office at the conclusion of an AMM will be deemed to have been re-appointed at the Board meeting which next follows unless:
- (a) they advise the Board that they do not wish to be re-appointed; or
  - (b) a resolution for the re-appointment of that Elected Trustee was put to the meeting and was not carried; or
  - (c) they have served the maximum continuous period of nine years and Clause 8.2.7 does not apply.

### 8.3 **Co-opted Trustees**

Up to 3 individuals may be co-opted from time to time by the Board of Trustees itself, as follows:

- 8.3.1 Subject to Clause 8.3.3, a Co-opted Trustee shall serve until the next AMM after their co-option.
- 8.3.2 A Co-opted Trustee can be re-co-opted by the Board immediately after such next AMM.
- 8.3.3 A Co-opted Trustee can be removed from office at any time by a simple majority of the Board.
- 8.3.4 For the avoidance of doubt, a Co-opted Trustee may participate fully in and vote at all Board meetings at which they attend.

### 8.4 **Casual Vacancies**

The Board may from time to time fill any casual vacancy arising as a result of the retiral (or deemed retiral for any reason) of any Elected Trustee, from or after the date of such retiral or deemed retiral until the next AMM.

### 8.5 **Retiral and Deemed Retiral of Trustees**

Any Trustee must cease to be a Trustee in any one or more of the following events:

- 8.5.1 if they are prohibited from being a charity trustee by virtue of section 69(2) of the Charities Act; or
- 8.5.2 if, in terms of section 66(5) of the Charities Act, they are considered by the Board to have been in serious or persistent breach of either or both of the duties listed in sections 66(1) and 66(2) of the Charities Act, such Trustee being entitled to be heard prior to the Board taking a decision; or
- 8.5.3 if they hold any office of profit or is employed by the SCIO; or
- 8.5.4 if they have a significant conflict of interest which the Board considers has and

is likely to continue to undermine their ability to act impartially as a Trustee;  
or

- 8.5.5 if they become incapable for medical reasons of fulfilling the duties of their office and such incapacity, as certified if necessary by two medical practitioners, is expected to continue for a period of more than six months from the date or later date of such certification; or
- 8.5.6 if they are absent (without permission) from more than three consecutive meetings of the Board, and the Board resolves to remove that Trustee from office;
- 8.5.7 if they are an Elected Trustee and have served for nine continuous years and Clause 8.2.7 does not apply;
- 8.5.8 if they resign as a Trustee by notice in writing to the SCIO or retire by rotation and are not deemed to have been re-appointed; or
- 8.5.9 if being a Co-opted Trustee, are removed from office by the Trustees in accordance with Clause 8.3.3; or
- 8.5.10 if they die.

## 8.6 **Conduct of Trustees**

- 8.6.1 Each Trustee is obliged to act in accordance with the duties listed in section 66 of the Charities Act (see Clause 8.6.2) so as to take decisions in such a way as is considered, in good faith, most likely to be in the interests of the SCIO, and to promote its success in achieving the Charitable Purposes.
- 8.6.2 The duties listed in section 66 of the Charities Act to which each Trustee must adhere are:
  - (a) to act in the interests of the SCIO;
  - (b) to seek, in good faith, to ensure that the SCIO acts in a manner which is consistent with its Charitable Purposes;
  - (c) to act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person; and
  - (d) in circumstances giving rise to the possibility of a conflict of interest between the SCIO and any party responsible for the appointment of that Trustee:
    - (i) to put the interests of the SCIO before those of the other party; and
    - (ii) where any other duty prevent the Trustee from doing so, to disclose the conflicting interest to the SCIO and to refrain from participating in any deliberation or decision of the Board with regard to the matter in question; and
  - (e) to ensure that the SCIO complies with any direction, requirement, notice or duty imposed upon under or by virtue of the Charities Act.
- 8.6.3 The provisions of Clauses 10 and 11 are also pertinent to the provisions within this Article, and each Trustee must comply with these.
- 8.6.4 Each Trustee must additionally comply with any Code of Conduct, Board Charter, or Board Policy for Trustees as introduced and prescribed by the Board from time to time.
- 8.6.5 Each Trustee must be mindful of the requirement to preserve confidentiality where appropriate or requested in relation to the SCIO or its business and in order to act always in the interest of the SCIO.

## 8.7 **Register of Trustees**

- 8.7.1 The Board shall maintain a Register of Trustees, setting out the following

details of each Trustee, namely, name, address, date of appointment and any offices held, all in accordance with the Charities Act.

- 8.7.2 The Register must provide the following details of each former Trustee for at least six years after cessation of trusteeship, namely name, any offices held and date of cessation of trusteeship.
- 8.7.3 The Register of Trustees is open to all Trustees of the SCIO, and any person may request a copy of the SCIO's Register of Trustees and, if the request is reasonable, will be entitled to be given a copy by the SCIO within 28 days. . The SCIO can omit all or any of its Trustees' addresses in its response to a request.
- 8.7.4 Changes to the Register must be made within twenty-eight days of the SCIO receiving notice of any change.

## **9 CHAIRPERSON AND VICE-CHAIRPERSON**

The Board shall meet as soon as practicable immediately after each AMM to appoint both a Chairperson and, if desired, a Vice-Chairperson of the SCIO from the Board.

## **10 CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND TRUSTEES**

- 10.1 The income and property of the SCIO shall be applied solely towards promoting the Charitable Purposes.
- 10.2 No part of the income or property of the SCIO shall be paid or transferred (directly or indirectly) to the members or Trustees of the SCIO, whether by way of dividend, bonus or otherwise, except where such members or Trustees are in receipt of income or property of the SCIO as a beneficiary of the SCIO in terms of the Charitable Purposes.
- 10.3 No Trustee shall be appointed as a paid employee of the SCIO.
- 10.4 No benefit (whether in money or in kind) shall be given by the SCIO to any member or Trustee except the possibility of the following, which benefits are subject to the terms of Section 67 of the Charities Act, where applicable:
  - 10.4.1 repayment of out-of-pocket expenses to Trustees (subject to prior agreement by the Board); or
  - 10.4.2 reasonable remuneration to a member or any Trustees in return for specific services actually rendered to the SCIO (not being of a management nature normally carried out by a director of a company); or
  - 10.4.3 payment of interest at a rate not exceeding the commercial rate on money lent to the SCIO by any member or Trustee; or
  - 10.4.4 payment of rent at a rate not exceeding the open market rent for property let to the SCIO by any member or Trustee; or
  - 10.4.5 the purchase of property from any member or Trustee provided that such purchase is at or below market value or the sale of property to any member or Trustee provided that such sale is at or above market value; or
  - 10.4.6 payment to one or more Trustees by way of any indemnity where appropriate.

## **11 CONFLICTS OF INTERESTS**

- 11.1 Any Trustee and/or employee who has a personal interest (as defined in Clause 11.2) in any prospective or actual contract or other arrangement with the SCIO must declare that interest either generally to the Board or specifically at any relevant

meeting of the SCIO. Where such an interest arises, the provisions within Clause 11.3 shall apply.

- 11.2 A personal interest includes the following interests:
  - 11.2.1 those of the Trustee or employee in question;
  - 11.2.2 those of a Trustee's partner or close relative;
  - 11.2.3 those of any business associate;
  - 11.2.4 those of any firm of which the Trustee is a partner or employee;
  - 11.2.5 those of any limited company of which the Trustee is a director, employee or shareholder of more than 5% of the equity; and
  - 11.2.6 those of any person or organisation responsible for the Trustees appointment as a Trustee.
- 11.3.1 Whenever a Trustee finds that there is a personal interest, as defined in Clause 11.2, they have a duty to declare this to the Board meeting in question. In that event, in order to avoid a material conflict of interest arising, the Trustee in question cannot partake in discussions or decisions relating to such matter.
- 11.3.2 It shall be for the chairperson of the meeting in question (or if it be the chairperson of the meeting who is potentially or actually conflicted, it shall be for the other Trustees present) to determine whether the Trustee in question should at the least be required to be absent during that particular element of the meeting. Where a Trustee leaves, or is required to leave, the meeting in question, they no longer form part of the quorum thereat.
- 11.3.3 The Board may at any time resolve, but without taking a specific vote on the matter, to authorise any Trustee to continue acting where a real or potential conflict of interest exists in relation to a personal interest of that Trustee, but where it considers that the interests of the SCIO have not been nor are likely to be prejudiced as a result. The Trustee in question cannot be considered as part of the quorum for that part of any Board meeting giving consideration to this authorisation.
- 11.3.4 The Board may resolve at any time to require all Trustees and employees to deliver a Notice of Relevant Interests to the Principal Office (or elsewhere as it may determine), as they arise and at least annually. In that event, the Board shall determine from time to time what additional interests to those listed in Clause 11.2, if any, shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained.
- 11.3.5 If existing, the Register of Interests shall be open for inspection by the Board and, with the express prior written approval of the Trustee or employee concerned, by members of the public.

## **12 BOARD MEETINGS**

### **12.1 Quorum**

- 12.1.1 The quorum for Board meetings shall be not less than 50% of all the Trustees. No business shall be dealt with at a Board meeting unless a quorum is present.
- 12.1.2 A Trustee shall not be counted in the quorum at a meeting (or at least the relevant part thereof) in relation to a resolution on which, whether because of personal interest or otherwise, they are not entitled to vote.

### **12.2 Convening Board Meetings**

- 12.2.1 Meetings of the Board may take place in person or by telephone conference call, video conference call or by any other collective electronic means

approved from time to time by the Board.

12.2.2 All Board meetings shall require not less than 7 days' prior notice, unless all Trustees agree unanimously in writing to dispense with such notice on any specific occasion.

12.2.3 A Trustee may at any time, summon a meeting of the Board by notice served upon all Trustees, to take place at a reasonably convenient time and date.

### 12.3 **Chairperson of Board Meeting**

The Chairperson, whom failing the Vice-Chairperson (if any), shall be entitled to preside as chairperson of all Board meetings at which they shall be present. If at any meeting neither the Chairperson nor the Vice-Chairperson is present and willing to act as chairperson of the meeting within 15 minutes after the time appointed for holding the meeting, the remaining Trustees may appoint one of the Trustees to be chairperson of the Board meeting, which failing the meeting shall be adjourned until a time when the Chairperson or Vice-Chairperson will be available.

### 12.4 **Voting at Board Meetings**

12.4.1 The chairperson of the Board meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote, on a show of hands only, each Trustee present having one vote.

12.4.2 All decisions of the Board shall be by a simple majority at any meeting which is quorate at the time the decision is taken.

12.4.3 The decisions requiring a Special Resolution (listed in Clause 6.7.2) but must be taken at a Members' Meeting duly convened in accordance with Clause 6.3.

12.4.4 In the event of an equal number of votes for and against any resolution at a Board meeting, the chairperson of the meeting shall have a casting vote as well as a deliberative vote.

12.4.5 A resolution in writing (whether one single document signed by all or a sufficient majority of the Trustees or all or a sufficient majority of the members of any sub-committee), whether in one or several documents in the same form each signed by one or more Trustees or members of any relative sub-committee as appropriate, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such sub-committee duly convened and constituted.

### 12.5 **Observers**

The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board.

### 12.6 **Minutes**

The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all Members' Meetings and of all Board meetings and of sub-committees, including the names of those present, without distinction between those who attended in person and those who attended electronically, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the chairperson of such meeting, or by the chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated. The minutes shall be retained for at least 10 years.

## 12.7 **Validation**

12.7.1 All acts *bona fide* done by any Board meeting, or of any sub-committee, or by any person acting as a Trustee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee.

12.7.2 No alteration of this Constitution and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.

## 12.8 **Ancillary Regulations**

The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to this Constitution, as it deems necessary and appropriate to provide additional explanation, guidance and governance to themselves, members, employees, stakeholders and/or others.

## 13 **MINUTE SECRETARY, TREASURER & PRINCIPAL OFFICER**

### 13.1 **Minute Secretary**

The Board may appoint a Minute Secretary, who shall not be a Trustee, for the purposes of Clause 12.6, for such term and upon such conditions as it may think fit. The Minute Secretary may be removed by the Board at any time, subject to the terms of any prevailing contract. The Board may award an annual salary, honorarium or other appropriate fee to the Minute Secretary at its discretion, but can only do so if the Minute Secretary is not a Trustee.

### 13.2 **Treasurer**

The Board shall appoint a Treasurer from its own number who will therefore be a Trustee and will receive no remuneration for acting in that office.

### 13.3 **Principal Officer**

The Board may appoint or employ a Principal Officer of the SCIO, on such terms (including a decision on the most appropriate job title) and conditions as it may think fit, who shall attend Board and Sub-Committee meetings as appropriate or required, but who shall not be a Trustee and, for the avoidance of doubt, will have no vote thereat.

## 14 **HONORARY PATRON(S)**

The Trustees may agree to the appointment of one or more Honorary Patrons of the SCIO, to be appointed either for such fixed period (usually of five years) as those Members determine or for an unspecified period until such appointment be terminated by them. The Honorary Patron or Patrons would be entitled to notice of all Members' Meetings and to attend and contribute to discussion but not vote thereat.

## 15 **FINANCES AND ACCOUNTS**

### 15.1 **Bank Accounts**

The banking account or accounts of the SCIO shall be kept in such bank or building society and/or banks or building societies as the Board shall from time to time determine.



## 15.2 **Payments and Receipts**

All payments (including cheques and other negotiable instruments), and all financial and banking instructions, and all receipts for monies paid to the SCIO, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Board shall from time to time by resolution determine.

15.3 The Board shall ensure that all funds and assets of the SCIO are applied towards achieving the Charitable Purposes.

## 15.4. **Accounting Records**

The Board shall cause accounting records to be kept in accordance with the Charities Act and other relevant regulations.

15.5 The accounting records shall be maintained by the Treasurer (if there is one) and overseen by the Principal Officer (if there is one), or otherwise by, or as determined by, the Board. Such records shall be kept at such place or places as the Board shall think fit and shall always be open to the inspection of the Trustees.

## 15.6 **Independent Financial Examination/Audit**

For every financial period, The Board shall ensure that the accounts of the SCIO are prepared and independently examined and/or audited in accordance with all relevant statutory requirements.

## 16 **NOTICES**

16.1. A notice may be served by the SCIO upon any member, either personally or by sending it by post, e-mail or other appropriate electronic means, addressed to such member at his or her or its address as appearing in the Register of Members.

16.2 Any notice, whether served by post or otherwise, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post or is otherwise dispatched.

16.3 A member present at any meeting of the SCIO shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.

16.4 The business of the SCIO and all its correspondence with and notification to or from members may be conducted equally validly and effectively if transmitted by fax or e-mail or other appropriate electronic means (except where a member specifically requests all such correspondence and notification by post) or otherwise if publicised on the website of the SCIO where the SCIO has advised each member of this and has taken due steps to notify by other reasonable means all other members who state that they do not have access to the Internet.

## 17 **INDEMNITY**

Without prejudice to any other indemnity, the Trustees, or member of any sub-committee, the Treasurer and all employees of the SCIO shall be indemnified out of

the funds of the SCIO against any loss or liability (including the costs of defending successfully any court proceedings) which they may respectively incur or sustain, in connection with or on behalf of the SCIO and each of them shall be chargeable only for so much money as they may actually receive and they shall not be answerable for the acts, receipts, neglects or defaults of each other, but each of their own acts, receipts, neglects or defaults only.

## **18 ALTERATION OF CONSTITUTION**

Subject to any prior consent required in terms of section 16 of the Charities Act, no alteration in this Constitution may at any time be made unless by Special Resolution of not less than two-thirds of the members present and voting at a Members' Meeting called specifically (but not necessarily exclusively) for the purpose, or alternatively by written Special Resolution in terms of Clause 6.8.4.

## **19 WINDING UP**

19.1 The winding-up of the SCIO may take place only:

19.1.1 by Special Resolution of not less than two-thirds of the members who are present and voting at a Members' Meeting called specifically (but not necessarily exclusively) for the purpose, or alternatively by written Special Resolution in terms of Clause 6.8.4; and

19.1.2 in accordance with the procedures set out in the Charities Act and relative Regulations (currently the Scottish Charitable Incorporated Organisation (Removal from Register and Dissolution) Regulations 2011).

19.2 If, on the winding-up of the SCIO, any property remains, after satisfaction of all its debts and liabilities, such property shall be given or transferred to any one or more charities having the same or a similar object to the Charitable Purposes.

19.3 The charity or charities to which the property is to be transferred in terms of Clause 19.2 shall be determined by Special Resolution of not less than two-thirds of the members who are present and voting at a Members' Meeting called specifically (but not necessarily exclusively) for the purpose or, failing that, as determined by an arbiter to be chosen amicably by the Board or, failing such amicable choice, as determined by Sheriff of Tayside, Central and Fife at Perth (or any successor thereto), whose decision shall be final and binding upon the SCIO.

19.4 The members of the SCIO are not liable to contribute to the assets of the SCIO upon its winding up.

### *Annexation*

**Schedule**      Powers

## Schedule

### **Powers available to the SCIO**

Further to Clause 3.2, notwithstanding the terms of section 50(5) of the Charities Act (which states that the SCIO shall have power to do anything which is calculated to further the Charitable Purposes or is conducive or incidental to doing so) and without prejudice to the foregoing generality, the SCIO shall also have the following powers (but only in furtherance of the Charitable Purposes) and declaring that the order in which these Powers are listed or the terms of the sub-headings above are of no significance in terms of their respective priority which shall be deemed to be equal, namely:

#### **1 Specific**

- 1.1 to manage, administer, maintain, develop and promote retirement homes for the elderly;

#### **2 General**

- 2.1 to encourage and develop a spirit of voluntary or other commitment by individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the SCIO to achieve the Charitable Purposes;
- 2.2 to provide advice, consultancy, training, tuition, expertise and assistance;
- 2.3 to promote and carry out research, surveys and investigations and develop initiatives, projects and programmes;
- 2.4 to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute articles, pamphlets, books and other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium;

#### **3 Property**

- 3.1 to purchase, take on lease, hire, or otherwise acquire any property suitable for the SCIO and to construct, convert, improve, develop, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate or arrange for the professional or other appropriate management and operation of the SCIO's property;
- 3.2 to sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the SCIO;
- 3.3 to establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds;

#### **4 Employment**

- 4.1 to employ, contract with, train and pay such staff (whether employed or self-employed or external contractors) as are considered appropriate for the proper conduct of the activities of the SCIO;

#### **5 Funding and Financial**

- 5.1 to take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the SCIO;
- 5.2 to accept or decline subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust;

- 5.3 to borrow or raise money for the Charitable Purposes and to give security in support of any such borrowings by the SCIO and/or in support of any obligations undertaken by the SCIO;
- 5.4 to set aside funds not immediately required as a reserve or for specific purposes;
- 5.5 to open, operate and manage bank and other accounts and to invest any funds which are not immediately required for the activities of the SCIO in such investments as may be considered appropriate and to dispose of, and vary, such investments;
- 5.6 to make grants or loans of money and to give guarantees;
- 5.7 to employ as a professional investment manager any person who is entitled to carry on investment business under the supervision of the Financial Conduct Authority (or its successors) and to delegate to any such manager the exercise of all or any of its powers of investment on such terms and at such reasonable remuneration as the Board of Trustees thinks fit, and to enable investments to be held for the SCIO in nominee names, but subject always to the provisions of the Charities Act;

**6 Development**

- 6.1 to establish, manage and/or support any other charity, and to make donations for any charitable purpose falling within the Charitable Purposes;
- 6.2 to establish, operate and administer and/or otherwise acquire any separate trading company or association, whether charitable or not;
- 6.3 to enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the SCIO and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charity;
- 6.4 to enter into contracts to provide services to or on behalf of others;

**7 Insurance and Protection**

- 7.1 to effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees);
- 7.2 to oppose, or object to, any application or proceedings which may prejudice the interests of the SCIO;

**8 Ancillary**

- 8.1 to pay the costs of forming the SCIO and its subsequent development;
- 8.2 to carry out the Charitable Purposes in any part of the world as principal, agent, contractor, trustee or in any other capacity; and
- 8.3 to do anything which is calculated to further its Charitable Purposes or is conducive or incidental to doing so.