

Constitution of Pride Glasgow [SCIO]

Table of Contents

General	3
Type of organisation	3
Scottish principal office	3
Name	3
Purposes.....	3
Powers	3
Liability of members	3
General structure.....	3
Members	4
Qualifications for membership	4
Application for membership.....	4
Membership subscription.....	4
Register of members	4
Withdrawal from membership	5
Transfer of membership.....	5
Re-registration of members.....	5
Expulsion from membership.....	5
Termination.....	5
Decision-making by the members	6
Members' meetings	6
Notice of members' meetings.....	6
Procedure at members' meetings	7
Voting at members' meetings.....	7
Written resolutions by members	8
Minutes	8
Board	9
Number of charity trustees	9
Eligibility.....	9
Initial charity trustees	9
Appointment, retiral, re-appointment	9

Termination of office	9
Register of charity trustees.....	10
Office-bearers.....	11
Powers of board	11
Charity trustees - general duties.....	11
Code of conduct for charity trustees	12
<i>Decision-making by the Charity Trustees</i>	13
Notice of board meetings	13
Procedure at board meetings	13
Minutes	14
<i>Administration</i>	15
Delegation of powers	15
Operation of accounts.....	15
Accounting records and annual accounts	15
<i>Miscellaneous</i>	16
Winding-up.....	16
Alterations to the constitution	16
Interpretation	16

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 "Pride Glasgow [SCIO]".

Purposes

- 4 The organisation's purposes are:
 - 4.1 to promote equality and diversity
 - 4.2 the advancement of citizenship and community development

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 influence the appointment of 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:
 - 11.1 Is aged 16 or over on the date of their application
 - 11.2 Agrees with the purposes of the organisation
- 12 Employees of the organisation are not eligible for membership.

Application for membership

- 13 Any person who wishes to become a member must sign a written application for membership and lodge this with the organisation along with a remittance to meet the annual membership subscription; the application will then be considered by the board at the next board meeting.
- 14 The board may, at its discretion, refuse to admit any person to membership.
- 15 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit them to membership. If the decision was to refuse admission, the board shall return to the applicant the remittance lodged by them under clause 13.

Membership subscription

- 16 Members shall be required to pay an annual membership subscription; unless and until otherwise determined by the members, the amount of the annual membership subscription shall be £1.
 - 16.1 The annual membership subscriptions shall be payable on or before 1st January in each year, for that calendar year.
 - 16.2 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 which will become a Standing Order.
 - 16.3 If the membership subscription payable by any member remains outstanding more than two weeks after the date on which it fell due - and providing they have been given at least one written reminder – they will automatically be expelled from the organisation unless a Board resolution is passed to the contrary.
 - 16.4 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

- 17 The board must keep a register of members, setting out
 - 17.1 for each current member:
 - 17.1.1 their full name and address; and
 - 17.1.2 the date on which they were registered as a member of the organisation;
 - 17.2 for each former member - for at least six years from the date on which they ceased to be a member:
 - 17.2.1 their name; and
 - 17.2.2 the date on which they 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 them 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 them; they 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 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 28-day period referred to in clause 22, the board may expel them from membership.
- 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.

Termination

- 26 Membership of the organisation will terminate on death.

DECISION-MAKING BY THE MEMBERS

Members' meetings

- 27 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
- 28 The gap between one AGM and the next must not be longer than 15 months.
- 29 Notwithstanding clause 27, 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.
- 30 The business of each AGM must include:-
 - 30.1 a report by the chair on the activities of the organisation;
 - 30.2 consideration of the annual accounts of the organisation;
 - 30.3 the appointment/re-appointment of charity trustees, as referred to in clauses 59 to Error! Reference source not found..
- 31 The board may arrange a special members' meeting at any time.
 1. Power to request the board to arrange a special members' meeting
- 32 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:
 - 32.1 the notice states the purposes for which the meeting is to be held; and
 - 32.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 33 If the board receive a notice under clause 32, 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

- 34 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 35 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
 - 35.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or
 - 35.2 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.
- 36 The reference to "clear days" in clause 34 shall be taken to mean that, in calculating the period of notice,
 - 36.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
 - 36.2 the day of the meeting itself should also be excluded.
- 37 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.
- 38 Any notice which requires to be given to a member under this constitution must be: -

- 38.1 sent by post to the member, at the address last notified by them to the organisation; or
- 38.2 sent by e-mail to the member, at the e-mail address last notified by them to the organisation; or
- 38.3 sent by SMS to the member, at the phone number last notified by them to the organisation

Procedure at members' meetings

- 39 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 40 The quorum for a members' meeting is one quarter of the members, present in person.
- 40.1 The board may make arrangements, in advance of any members' meeting, to allow members to participate in the members' meeting by means of a conference telephone, video conferencing facility or similar communications equipment - so long as all those participating in the meeting can be understood; a member participating in a members' meeting in this manner shall be deemed to be present in person at the meeting and their vote will count.
- 41 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.
- 42 The chair of the organisation should act as chairperson of each members' meeting.
- 43 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

- 44 Every member has one vote, which must be given personally; for the avoidance of doubt, a vote given by a member participating in the meeting through any of the methods referred to in clause 40.1 will be taken to be given personally for the purposes of this clause.
- 45 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 46.
- 46 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 50):
 - 46.1 a resolution amending the constitution;
 - 46.2 a resolution expelling a person from membership under clause 25;
 - 46.3 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
 - 46.4 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);

- 46.5 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);
- 46.6 a resolution for the winding up or dissolution of the organisation.
- 47 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.
- 48 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.
- 49 The chairperson will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

Written resolutions by members

- 50 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

- 51 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 52 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.
- 53 The board shall make available copies of the minutes referred to in clause 51 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 97.

BOARD

Number of charity trustees

- 54 The maximum number of charity trustees is ten.
- 55 The minimum number of charity trustees is three.

Eligibility

- 56 A person shall not be eligible for appointment to the board under clauses 58 to 61 unless they are a member of the organisation;
- 57 A person will not be eligible for appointment to the board if they are: -
 - 57.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
 - 57.2 an employee of the organisation.

Initial charity trustees

- 58 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.

Appointment, retiral, re-appointment

- 59 The Appointments Committee – whose structure will be prescribed in a Standing Order - may appoint any member (unless they are debarred from membership under clause 57) to be a charity trustee.
 - 59.1 A person who has served on the board for a period of five years shall automatically vacate office on expiry of that five-year period and shall then not be eligible for re-appointment until a further year has elapsed.
 - 59.2 For the purposes of clause 61.4:
 - 59.2.1 the period from the date of the formation of the organisation to the first AGM shall be deemed to be a period of one year, unless it is of less than six months' duration (in which case it shall be disregarded);
 - 59.2.2 the period between the date of appointment of a charity trustee and the AGM which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration in which case it shall be disregarded;
 - 59.2.3 the period between one AGM and the next shall be deemed to be a period of one year;
 - 59.2.4 if a charity trustee ceases to hold office but is reappointed to that office within a period of six months, they shall be deemed to have held office as a charity trustee continuously.

Termination of office

- 60 A charity trustee will automatically cease to hold office if: -
 - 60.1 they become disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - 60.2 they become incapable for medical reasons of carrying out their duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
 - 60.3 (in the case of a charity trustee appointed/appointed under clauses 58 to Error! Reference source not found.) they cease to be a member of the organisation;
 - 60.4 they become an employee of the organisation;

- 60.5 they give the organisation a notice of resignation, signed by them;
 - 60.6 they are absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board – unless the board resolves to retain them in office;
 - 60.7 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 80);
 - 60.8 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
 - 60.9 they are removed from office by a resolution of the members passed at a members' meeting.
- 61 A resolution under paragraph 60.7, 60.8 or 60.9 shall be valid only if: -
- 61.1 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;
 - 61.2 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
 - 61.3 (in the case of a resolution under paragraph 60.7 or 60.8) 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

- 62 The board must keep a register of charity trustees, setting out
 - 62.1 for each current charity trustee:
 - 62.1.1 their full name and address;
 - 62.1.2 the date on which they were appointed as a charity trustee; and
 - 62.1.3 any office held by them in the organisation;
 - 62.2 for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:
 - 62.2.1 the name of the charity trustee;
 - 62.2.2 any office held by them in the organisation; and
 - 62.2.3 the date on which they ceased to be a charity trustee.
- 63 The board must ensure that the register of charity trustees is updated within 28 days of any change:
 - 63.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 63.2 which is notified to the organisation.
- 64 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to them 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

- 65 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 66 In addition to the office-bearers required under clause 65, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 67 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-appointed under clause 65 or 66.
- 68 A person appointed to any office will automatically cease to hold that office: -
 - 68.1 if they cease to be a charity trustee; or
 - 68.2 if they give to the organisation a notice of resignation from that office, signed by them.

Powers of board

- 69 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.
- 70 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 71 The members may, by way of a resolution passed in compliance with clause 46 (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 unless, exceptionally, one of the following circumstances applies:
 - 71.1 The direction would be inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
 - 71.2 The direction would be grossly contrary to the interests of the charity which the trustees have a legal duty to safeguard.
- 72 If a direction by the members under clause 76 is refused, by invocation of clauses 76.1 or 76.2; the board will immediately take the following action:
 - 72.1 Convene a special meeting of members to discuss the matter and seek amicable resolution.
 - 72.2 Engage appropriate external resource, eg. Counsel, HR or governance expertise to advise.
 - 72.3 Take any other reasonable measure to seek effective resolution.
- 73 If the scenario described in clause 77 cannot be amicably resolved, the final resolution will be either:
 - 73.1 The trustees resign.
 - 73.2 The members remove all active trustees.

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 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;
- 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 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 77 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.
- 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 their duties as a charity trustee.
- 78 No charity trustee may hold a remunerated role within the organisation or any subsidiary.
- 79 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. The board will iterate an Expenses Policy in the form of a standing order.

Code of conduct for charity trustees

- 80 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.
- 81 The code of conduct referred to in clause 80 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

- 82 Any charity trustee may call a meeting of the board.
- 83 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

- 84 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is one third of the charity trustees or two trustees, whichever is greater, present in person.
- 84.1 A charity trustee may participate in a meeting of the board by means of a conference telephone, video conferencing facility or similar communications equipment - so long as all the charity trustees participating in the meeting can hear each other; a charity trustee participating in a meeting in this manner shall be deemed to be present in person at the meeting.
- 85 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 84, the remaining charity trustee(s) will have power to call a members' meeting - but will not be able to take any other valid decisions.
- 86 The chair of the organisation should act as chairperson of each board meeting.
- 87 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.
- 88 Every charity trustee has one vote, which must be given personally; for the avoidance of doubt, a vote given by a charity trustee participating in the meeting through any of the methods referred to in clause 86.1 will be taken to be given personally for the purposes of this clause."
- 89 All decisions at board meetings will be made by majority vote.
- 90 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.
- 91 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.
- 92 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.
- 93 For the purposes of clause 92: -
 - 93.1 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;
 - 93.2 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 appointed representative has an interest in that matter.

Minutes

- 94 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 95 The minutes to be kept under clause 94 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 96 The board shall (subject to clause 97) make available copies of the minutes referred to in clause 94 to any member of the public requesting them.
- 97 The board may exclude from any copy minutes made available to a member of the public under clause 96 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 of powers

- 98 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.
- 99 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.
- 100 When delegating powers under clause 98 or 99, the board must set out appropriate conditions (which must include an obligation to report regularly to the board). The delegation and conditions must be set out in a Standing Order.
- 101 Any delegation of powers under clause 98 or 99 may be revoked or altered by the board at any time.
- 102 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board in a Standing Order.

Operation of accounts

- 103 Detailed financial controls, scheme of delegation and safeguards will be set out in a Standing Order balancing the operational requirements of the organisation with the overriding priority that funds be managed effectively, and that the board control all financial matters.

Accounting records and annual accounts

- 104 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 105 The board must prepare annual accounts, complying with all relevant statutory requirements and the board must ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

- 106 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.
- 107 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

- 108 This constitution may (subject to clause 109) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 46) or by way of a written resolution of the members.
- 109 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 110 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
 - 110.1 any statutory provision which adds to, modifies or replaces that Act; and
 - 110.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 110.1 above.
- 111 In this constitution: -
 - 111.1 "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;
 - 111.2 "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.
- 112 This constitution is a replacement of the original constitution. For that reason and to ensure open governance, the date of ratification of this constitution will be considered to be "day zero" for purposes of calculating AGM dates, "first AGM", trustee retiral, and so on.
- 113 In the event of a disagreement over interpretation of this constitution, the board in a two-thirds majority may settle the disagreement; the membership may overturn this by its own two-thirds majority.
- 114 The organisation may use electronic or semi-automated processes to replace manual ones outlined in this constitution, wherever this is reasonable.
- 115 The organisation will maintain a record of Standing Orders. Creation or modification of Standing Orders will require a resolution of the Board or the membership. Standing Orders will be binding on the organisation in the same

way as any clause in this constitution. In the event of a conflict between a Standing Order and the Constitution, the Constitution will take precedence.