

KINCARDINE & DEESIDE BEFRIENDING



CONSTITUTION

2009

Registered Scottish Charity No. SC032594

CONSTITUTION
of
KINCARDINE & DEESIDE BEFRIENDING
(adopted on 18 June 2009)

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Name

1. The name of the project is "Kincardine & Deeside Befriending".

Objects

2. The project's purposes are:
 - a) The advancement of the health, mental health and wellbeing of people over the age of 55 who are socially isolated and living independently in the community.
 - b) The promotion, coordination and support of volunteering opportunities to befriend people over the age of 55 who are socially isolated and living independently.

Powers

3. In pursuance of the objects set out in clause 2 (but not otherwise), the project shall have the following powers:-

- (a) To receive referrals for clients in need of befriending, to match service users with appropriate volunteers, to assess service user needs, to recruit, train and support volunteers, to represent the views of older people generally, to provide relevant information to all interested and involved parties, to work in partnership with other agencies, groups and bodies, to provide respite for carers through the activity of befriending and to promote the project in anyway that is relevant and appropriate.
- (b) To carry on any other activities which further any of the above objects.
- (c) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the project's activities.
- (d) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the project.
- (e) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the project.
- (f) To borrow money, if necessary, and to give security in support of any such borrowings by the project.
- (g) To employ such staff as are considered appropriate for the proper conduct of the projects activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.
- (h) To engage such consultants and advisers as are considered appropriate from time to time.
- (i) To effect insurance of all kinds (which may include officers' liability insurance).
- (j) To invest any funds which are not immediately required for the project's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
- (k) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the projects objects.
- (l) To establish and/or support any other charitable body, and to make donations for any charitable purpose falling within the project's objects.
- (m) To form any charitable company with similar objects to those of the project, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the project's assets and undertaking.
- (n) To take such steps as may be deemed appropriate for the purpose of raising funds for the project's activities.
- (o) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

(p) To do anything which may be incidental or conducive to the furtherance of any of the project's objects.

General structure

4. The structure of the project shall consist of:-

(a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself

(b) the HONORARY members – who have the right to attend all management committee and general meetings but who will (will not) have the right to vote.

(b) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the project; in particular, the management committee is responsible for monitoring the financial position of the project.

Qualifications for membership

5. Membership shall be open to any individual over the age of 18 or organisation who is interested or involved in the health and wellbeing of people over the age of 55 in the Kincardine & Deeside area. Members will include volunteers and service users of the project.

6. Honorary members will include local elected members (Councillors) or any other person who the Management Committee deem suitable by their position in the community or their particular interest, skills or knowledge.

7. An employee of the association shall not be eligible for membership; a person who becomes an employee of the association after admission to membership shall automatically cease to be a member.

Application for membership

8. Any person who wishes to become a member must sign, and lodge with the project, a written application for membership.

9. Any organisation who wishes to become a member must nominate ONE representative who will represent the views of that organisation. The name of the representative must be lodged with the project on submission of a written application as in clause 8. For the purpose of clarity, each member group will only be permitted to have one representative who will have the right to vote at meetings.

10. The management committee may, at its discretion, refuse to admit any person or organisation to membership.

11. The management committee shall consider each application for membership at the first management committee meeting which is held after receipt of the application; the management committee shall, within a reasonable time after the meeting, notify the applicant of its decision on the application.

Membership subscription

12. No membership subscription shall be payable.

Register of members

13. The management committee shall maintain a register of members, setting out the full name and address of each member, the date on which s/he was admitted to membership, and the date on which any person ceased to be a member.

Withdrawal from membership

14. Any person who wishes to withdraw from membership shall sign, and lodge with the project, a written notice to that effect; on receipt of the notice by the project, s/he shall cease to be a member.

Expulsion from membership

15. Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting (meeting of members), providing the following procedures have been observed:-

(a) 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

(b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

General meetings (meetings of members)

16. The management committee shall convene an annual general meeting in each year (but excluding the year in which the project is formed); not more than 15 months shall elapse between one annual general meeting and the next.

17. The business of each annual general meeting shall include:-

(a) a report by the chair on the activities of the project

(b) consideration of the annual accounts of the project

(c) the election/re-election of members of the management committee, as referred to in clause 30.

18. The management committee may convene a special general meeting at any time.

Notice of general meetings

19. At least 14 clear days' notice must be given (in accordance with clause 62) of any annual general meeting or special general meeting; the notice must indicate the general nature of any business to be dealt with at the meeting and, in the case of a resolution to alter the constitution, must set out the terms of the proposed alteration.

20. The reference to "clear days" in clause 17 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, and also the day of the meeting, should be excluded.

21. Notice of every general meeting shall be given (in accordance with clause 62) to all the members of the project, and to all the members of the management committee.

Procedure at general meetings

21. No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 7 members, present in person.

22. If a quorum is not present within 30 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

23. The chair of the project shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 30 minutes after the time at which the meeting was due to commence, the members of the management committee present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.

24. The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.

25. Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.

26. If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.

27. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two members present in person at the meeting); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.

28. If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

Maximum number of management committee members

29. The maximum number of members of the management committee shall be 9.

Eligibility

30. A person shall not be eligible for election/appointment to the management committee unless he/she is a member of the project.

Election, retiral, re-election

31. At each annual general meeting, the members may (subject to clause 29) elect any member to be a member of the management committee.

32. The management committee may at any time appoint any member to be a member of the management committee (subject to clause 29).

33. At each annual general meeting, all of the members of the management committee shall retire from office - but shall then be eligible for re-election.

Termination of office

34. A member of the management committee shall automatically vacate office if:-

(a) he/she becomes debarred under any statutory provision from being a charity trustee

(b) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months

(c) he/she ceases to be a member of the project

(d) he/she becomes an employee of the project

(e) he/she resigns office by notice to the project

(f) he/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office.

Register of management committee members

35. The management committee shall maintain a register of management committee members, setting out the full name and address of each member of the management committee, the date on which each such person became a management committee member, and the date on which any person ceased to hold office as a management committee member.

Officebearers

36. The management committee members shall elect from among themselves a chair, a treasurer and a secretary, and such other office bearers (if any) as they consider appropriate.

37. All of the office bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then be eligible for re-election.

38. A person elected to any office shall cease to hold that office if he/she ceases to be a member of the management committee or if he/she resigns from that office by written notice to that effect.

Powers of management committee

39. Except as otherwise provided in this constitution, the project and its assets and undertaking shall be managed by the management committee, who may exercise all the powers of the project.

40. A meeting of the management committee at which a quorum is present may exercise all powers exercisable by the management committee.

Personal interests

41. A member of the management committee who has a personal interest in any transaction or other arrangement which the project is proposing to enter into, must declare that interest at a meeting of the management committee; he/she will be debarred (in terms of clause 52) from voting on the question of whether or not the project should enter into that arrangement.

41. For the purposes of clause 41, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that arrangement.

42. No member of the management committee may serve as an employee (full time or part time) of the project, and no member of the management committee may be given any remuneration by the project for carrying out his/her duties as a member of the management committee.

43. Where a management committee member provides services to the project or might benefit from any remuneration paid to a connected party for such services, then

(a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable

(b) the management committee members must be satisfied that it would be in the interests of the project to enter into the arrangement (taking account of that maximum amount)

(c) less than half of the management committee members must be receiving remuneration from the project (or benefit from remuneration of that nature).

44. The members of the management committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the management committee, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

Procedure at management committee meetings

45. Any member of the management committee may call a meeting of the management committee or request the secretary to call a meeting of the management committee.

46. Questions arising at a meeting of the management committee shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.

47. No business shall be dealt with at a meeting of the management committee unless a quorum is present; the quorum for meetings of the management committee shall be 3.

48. If at any time the number of management committee members in office falls below the number fixed as the quorum, the remaining management committee member(s) may act only for the purpose of filling vacancies or of calling a general meeting.

49. Unless he/she is unwilling to do so, the chair of the project shall preside as chairperson at every management committee meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the management committee members present shall elect from among themselves the person who will act as chairperson of the meeting.

50. The management committee may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the management committee; for the avoidance of doubt, any such person who is invited to attend a management committee meeting shall not be entitled to vote. For the purpose of clarity, this will include advisors from the local authority Social Work & Housing Service.

51. A management committee member shall not vote at a management committee meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the project; he/she must withdraw from the meeting while an item of that nature is being dealt with.

52. For the purposes of clause 51, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that matter.

Conduct of members of the management committee

53. Each of the members of the management committee shall, in exercising his/her functions as a member of the management committee of the project, act in the interests of the project; and, in particular, must

- (a) seek, in good faith, to ensure that the project acts in a manner which is in accordance with its objects (as set out in this constitution)
- (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person
- (c) in circumstances giving rise to the possibility of a conflict of interest of interest between the project and any other party
 - (i) put the interests of the project before that of the other party, in taking decisions as a member of the management committee
 - (ii) where any other duty prevents him/her from doing so, disclose the conflicting interest to the project and refrain from participating in any discussions or decisions involving the other members of the management committee with regard to the matter in question
- (d) ensure that the project complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.

Delegation to sub-committees

54. The management committee may delegate any of their powers to any sub-committee consisting of one or more management committee members and such other persons (if any) as the management committee may determine; they may also delegate to the chair of the project (or the holder of any other post) such of their powers as they may consider appropriate.

55. Any delegation of powers under clause 55 may be made subject to such conditions as the management committee may impose and may be revoked or altered.

56. The rules of procedure for any sub-committee shall be as prescribed by the management committee.

Operation of accounts and holding of property

57. The signatures of two out of three signatories appointed by the management committee shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the project; at least one out of the two signatures must be the signature of a member of the management committee.

58. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chair, treasurer and secretary of the project (and their successors in office) or in name of a nominee company holding such property in trust for the project; any person or body in whose name the project's property is held shall act in accordance with the directions issued from time to time by the management committee.

Minutes

59. The management committee shall ensure that minutes are made of all proceedings at general meetings, management committee meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting.

Accounting records and annual accounts

60. The management committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

61. The management committee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

Notices

62. Any notice which requires to be given to a member under this constitution shall be in writing; such a notice may either be given personally to the member or be sent by post in a pre-paid envelope addressed to the member at the address last intimated by him/her to the project.

Dissolution

63. If the management committee determines that it is necessary or appropriate that the project be dissolved, it shall convene a meeting of the members; not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.

64. If a proposal by the management committee to dissolve the project is confirmed by a two-thirds majority of those present and voting at the general meeting convened under clause 63, the management committee shall have power to dispose of any assets held by or on behalf of the project - and any assets remaining after satisfaction of the debts and liabilities of the project shall be transferred to some other charitable body or bodies having objects similar to those of the project; the identity of the body or bodies to which such assets are transferred shall be determined by the members of the project at, or prior to, the time of dissolution.

65. For the avoidance of doubt, no part of the income or property of the project shall (otherwise than in pursuance of the association's charitable objects) be paid or transferred (directly or indirectly) to the members, either in the course of the project's existence or on dissolution.

Alterations to the constitution

66. Subject to clause 67, the constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at a general meeting, providing due notice of the meeting, and of the resolution, is given in accordance with clauses 19, 20 and 21.

67. No amendment to clauses 3, 42, 64 or 65 of the constitution may be made if the effect would be that the project would cease to be a charity.

Interpretation

69. For the purposes of this constitution,

(a) the expression "charity" shall mean 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 96 of the Charities Act 1993

(b) the expression "charitable purpose" shall mean 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 sections 505 and 506 of the Income and Corporation Taxes Act 1988;

70. Any reference in this constitution to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

This constitution was reviewed from the original document (dated 28/11/01) and adopted on 18 June 2009.

Signature

Name

Address

Position