



CONSTITUTION

of the

SCOTTISH COUNCIL FOR VOLUNTARY
ORGANISATIONS

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GLOSSARY OF TERMS

References to the Charities and Trustee Investment (Scotland) Act 2005 include any legislation which adds to, changes or replaces that Act, including the Charities (Regulation and Administration) (Scotland) Act 2023, and any related statutory instruments.

“Unincorporated organisations or bodies” means a group of people who have come together for a reason other than to make a profit, for example sports clubs or playgroups. They are not a legal entity, so an individual person has to take responsibility for any contracts or agreements.

GENERAL

Type of organisation

1 The organisation will 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 “Scottish Council for Voluntary Organisations” (SCVO).

Purposes

4 SCVO’s purposes are:

4.1 To promote the voluntary sector, and the effectiveness and efficiency of charities;

4.2 To advance education, and particularly in relation to:

- (a) matters connected with the establishment, operation and governance of voluntary organisations,
- (b) the impact of voluntary sector organisations in promoting economic and social wellbeing and
- (c) issues which are of particular concern to voluntary organisations.

And, in each case, with a particular focus on voluntary organisations operating in Scotland.

Powers

5 SCVO 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 SCVO may be paid or transferred (directly or indirectly) to the members - either in the course of SCVO's existence or on dissolution - except where this is done in direct furtherance of SCVO's purposes.

Liability of members

7 The members of SCVO have no liability to pay any sums to help to meet the debts (or other liabilities) of SCVO if it is wound up; accordingly, if SCVO 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 SCVO consists of:

9.1 the MEMBERS - who have the right to attend members' meetings (including any annual members' meeting) and have important powers under the constitution; in particular, the members elect people to serve on the Board of Trustees and take decisions on changes to the constitution itself;

9.2 the SUPPORTERS - who wish to support the aims and activities of SCVO; Supporters have the right to attend members' meetings but have no voting rights;

9.3 the BOARD OF TRUSTEES - who hold regular meetings, and generally control the activities of SCVO; for example, the Board of Trustees is responsible for monitoring and controlling the financial position of SCVO.

10 The people serving on the Board of Trustees are referred to in this constitution as CHARITY TRUSTEES.

11 All members must identify an individual to be the key contact to exercise the rights and powers of membership. That person will be notified of formal matters relating to membership, and will be expected to attend meetings, vote on relevant matters and inform SCVO of any relevant changes. In the case of an unincorporated organisation, that person will become the member of SCVO.

MEMBERS

Qualifications for membership

12 Subject to clauses 13, 14, 17 and 26, membership is open to any voluntary organisation operating in Scotland and in this constitution are referred to as “Members”.

13 The question of whether or not a given organisation should be taken to be a “voluntary” organisation for the purposes of clause 12, and/or whether it should be regarded as “operating in Scotland” for the purposes of clause 12, shall be determined by reference to such criteria as the Board of Trustees (at its discretion) may consider appropriate from time to time.

14 In the case of a voluntary organisation which is not a corporate body, clause 12 shall be taken to refer to an individual nominated for membership by that organisation (but on the understanding that they will be expected to give effect to decisions of the board (or other governing body) of the voluntary organisation in exercising the rights and powers attaching to membership); the organisation itself cannot be admitted as a member of SCVO, as it is not a legal entity.

15 With reference to clause 14, SCVO will not be under any obligation to verify whether an individual admitted under clause 14 is in fact exercising the rights and powers of membership in any given case in line with decisions of the board (or other governing body) of the voluntary organisation which nominated them for membership; SCVO shall be entitled to accept any vote cast by an individual admitted under clause 14 (and any other step taken by them in exercise of the rights and powers attaching to membership) without further enquiry.

16 No more than one individual nominated for membership by a given unincorporated body can be a member of SCVO at any one time.

17 No employee of SCVO may become a member; a person admitted to membership shall automatically cease to be a member if he/she becomes an employee of SCVO.

Supporters

18 Subject to clauses 14 and 16, any body, whether public sector or private sector, or individual who/which wishes to support the aims and activities of SCVO may become a supporter of SCVO and in this constitution shall be referred to as “Supporters”.

19 The provisions of clauses 14 and 16 shall apply (with any necessary modifications) to Supporters, in relation to any unincorporated body.

20 The provisions of clauses 21 to 26 (inclusive) and clauses 32 to 41 (inclusive) relating to application for membership, arrangements involving SCVO’s membership, register of members, withdrawal from membership, transfer of membership, expulsion from membership and termination of membership shall apply to Supporters as appropriate with any necessary modifications.

Application for membership

21 Any individual or body that wishes to become a member must sign a written application for membership, specifying the category of membership applied for.

22 In the case of an application by a corporate body, the application must be signed by an appropriate officer of the body which is applying for membership.

23 In the case of an unincorporated body, the application must be signed by the individual who is applying for membership, as well as an appropriate office bearer of the unincorporated body which is nominating them for membership.

24 An individual or body applying for membership must supply such information and evidence in support of their application as SCVO may request.

25 An application for membership received by SCVO will be considered by the Chief Executive Officer - providing it has been properly completed and signed, and that there is no outstanding information/evidence required in support of the application.

26 In the event that the application for membership:

26.1 meets the criteria set by the Board of Trustees under clause 12, the Chief Executive Officer may admit the individual or body to membership; or

26.2 does not meet, or, the Chief Executive Officer considers that there is doubt as to whether the criteria set by the Board of Trustees under clause the Chief Executive Officer shall refer the application to the Board of Trustees which may, at its discretion, refuse to admit any individual or body to membership and whose decision shall be final.

27 The Chief Executive Officer must notify each applicant promptly (in writing or by email) of the decision on whether or not to admit them to membership; if the decision was to admit as a member, the notification shall (subject to clause 32) include a request for payment of the annual membership subscription, and they must then pay the annual subscription within three weeks after that notification is given.

Membership subscription

28 Members shall require to pay an annual membership subscription; the level of the annual membership subscription may differ on the basis of categories within membership.

29 The amount of the annual membership subscription payable in respect of each category of membership, the criteria which are to apply in relation to each category, and the date by which membership subscriptions must be paid, will be determined by a resolution or resolutions passed by majority vote at each AGM.

30 If the membership subscription payable by any member remains outstanding more than six weeks after the date by which it required to be paid - and providing they have been given at

least one written reminder - the Board of Trustees may, by resolution to that effect, expel them from membership.

31 An individual or body who/which ceases (for whatever reason) to be a member shall not be entitled to any refund of the membership subscription.

32 Where an individual admitted to membership on the basis of nomination by an unincorporated body ceases to be a member, an individual applying for membership on the basis of nomination by that same unincorporated body will not require to pay the membership subscription relating to the period for which a membership subscription has already been paid.

Arrangements involving SCVO's website

33 The Board may introduce a system for electronic payments. Any electronic payment system will incorporate appropriate security measures. The Board reserves the right to request signed hard copies of documents where they believe that is necessary.

Register of members

34 The Board of Trustees must keep a register of members, setting out:

34.1 for each current member:

34.1.1 full name and address;

34.1.2 the date registered as a member of the organisation;

34.1.3 the category of membership admitted to;

34.1.4 (in the case of an individual nominated under clause 13 or 18) the name of the unincorporated body which nominated them for membership.

35.2 for each former member - for at least six years from the date on which membership ceased:

35.2.1 name of the member; and

35.2.2 date on which membership ceased.

36 The Board of Trustees must ensure that the register of members is updated within 28 days of any change:

36.1 which arises from a resolution of the Board of Trustees or a resolution passed by the members of SCVO; or

36.2 which is notified to SCVO.

37 If a member or charity trustee of SCVO requests a copy of the register of members, the Board of Trustees must ensure that a copy is supplied within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the Board of Trustees may provide a copy which has the addresses blanked out.

Withdrawal from membership

38 Any individual or body that wishes to withdraw from membership must give a written notice of withdrawal to SCVO, signed by the member or (in the case of a corporate body) signed by an appropriate officer of that body; they will cease to be a member as from the time when the notice is received by SCVO.

39 An unincorporated body which has nominated an individual for membership may withdraw its nomination at any time by written notice to SCVO to that effect, signed by an appropriate office bearer of that body; on receipt of the notice by SCVO, the individual in question shall automatically cease to be a member of SCVO.

Transfer of membership

40 Membership of SCVO may not be transferred by a member.

Expulsion from membership

41 Any individual or body may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a meeting of the Board of Trustees, providing the following procedures have been observed:

41.1 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;

41.2 the member concerned (or, in the case of a corporate body, a representative of the member concerned) will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Termination of membership

42 Membership will automatically terminate:

42.1 in the case of an individual, on death;

42.2 in the case of a corporate body, on the appointment of an administrator or receiver, on liquidation, on dissolution or on striking-off;

42.3 in the case of an individual admitted to membership on the basis of nomination by an unincorporated organisation, if that organisation is dissolved or if it ceases to carry on its operations.

DECISION-MAKING BY THE MEMBERS

Members' meetings

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

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

45 The business of each AGM must include:

45.1 a report by the Convener on the activities of SCVO;

45.2 consideration of the annual accounts of SCVO;

45.3 the announcement of the outcome of the election process for charity trustees, as referred to in clause 84.

46 The Board of Trustees may convene a special members' meeting at any time.

47 The Board of Trustees must convene 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 (in the case of a member which is a corporate body, signed by an appropriate officer of that body)) by Members who amount to 5% or more of the total number of Members at the time, providing:

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

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

48 If the Board of Trustees receive a notice under clause 47, the date for the meeting which they convene 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

49 At least 14 clear days' notice must be given of any AGM or any special members' meeting.

50 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and, in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s).

51 The reference to "clear days" in clause 50 shall be taken to mean that, in calculating the period of notice:

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

51.2 the day of the meeting itself should also be excluded.

52 Notice of every members' meeting must be given to all the members of SCVO, 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.

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

53.1 sent by post to the member, at the address last notified by him/her/it to SCVO; or

53.2 sent by e-mail to the member, at the e-mail address last intimated by him/her/it to SCVO. Procedure at members' meetings.

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

55 The quorum for a members' meeting is 20 Members, present in person (in the case of a corporate body, present via its duly authorised representative) or represented by proxy.

56 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.

57 A member may participate in a members' meeting by means of a conference telephone, video conferencing facility or similar communications equipment whereby all the individuals (whether members, proxies for Members, authorised representatives of members which are corporate bodies, or charity trustees) participating in the meeting can hear each other. This may include use of a chat function if the meeting is held online.

58 A Member participating in a meeting in the manner referred to in clause 57 shall be deemed to be present in person at the meeting; and any vote which the member casts at the meeting via the communications equipment which is used for this purpose will be deemed to be given by that Member personally.

59 The principles set out in clause 57 shall apply (with any necessary modifications) in relation to an individual participating in a meeting in the manner referred to in clause 57, in their capacity as the authorised representative of a Member which is a corporate body.

60 The Honorary President of SCVO should act as chairperson of each members' meeting.

61 If the Honorary President 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 Convener should act as chairperson of the meeting; if neither the Honorary President nor the Convener is present and

willing to act as chairperson within 15 minutes after the time at which the meeting was due to start; if neither of those (Honorary President, Convener) is present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to start, 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

62 Every Member has one vote, which may be given either personally (in the case of a corporate body, via its duly authorised representative present at the meeting) or by proxy; clauses 57 and 58 shall apply in relation to any Member (or any authorised representative of a Member which is a corporate body) participating in a members' meeting in the manner referred to in clause 57.

63 A Member that wishes to appoint a proxy to vote on their behalf at any meeting must lodge with SCVO, prior to the time when the meeting commences, a written proxy form, signed by the member.

64 A proxy need not be a member of SCVO.

65 A member shall not be entitled to appoint more than one proxy to attend the same meeting.

66 A proxy appointed to attend and vote at any meeting instead of a Member shall have the same right as the member that appointed them to speak at the meeting.

67 A member which is a corporate body shall be entitled to authorise an individual to attend and vote at members' meetings; they will then be entitled to exercise the same powers on behalf of the body which they represent, as that body could have exercised if it had been an individual member of SCVO.

68 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 69.

69 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 74):

69.1 a resolution amending the constitution;

69.2 a resolution approving the amalgamation of SCVO with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);

69.3 a resolution to the effect that all of SCVO'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);

69.4 a resolution for the winding up or dissolution of SCVO.

70 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.

71 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 individuals present at the meeting and entitled to vote (whether as Members, as authorised representatives of Members which are corporate bodies, or as proxies for Members) ask for a secret ballot.

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

73 Other than in exceptional circumstances, voting on decisions that need to be taken by members will take place electronically, in advance of the meeting. Notification of the vote will be issued as set out in clauses 49 to 53 above. The notification will set out clearly what decisions are required with enough information to explain the reasons for the decision. The outcome of the voting will be confirmed at the meeting.

Written resolutions by members

74 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

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

76 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.

77 The Board of Trustees shall make available copies of the minutes referred to in clause 75 to any member of the public requesting them; but on the basis that the Board of Trustees may exclude confidential material to the extent permitted under clause 130.

BOARD OF TRUSTEES

Number of charity trustees

78 The maximum number of charity trustees is 11; out of that number:

78.1 no more than 6 shall be charity trustees who were elected/appointed under the provisions of clauses 83 to 89;

78.2 no more than 5 shall be charity trustees who were co-opted under the provisions of clauses 90 to 93; and

79 The minimum number of charity trustees is 4. Regardless of whether they are elected or co-opted, all trustees have the same rights and responsibilities.

Eligibility

80 A person will not be eligible for election or appointment to the Board of Trustees under clauses 83 to 89 unless:

80.1 he/she is a Member of SCVO; or

80.2 he/she has been nominated by a corporate body which is a Member of SCVO for election or appointment to the Board of Trustees under those clauses.

81 A person appointed to the Board of Trustees under clause 90 need not be a member of SCVO.

82 A person will not be eligible for election or appointment to the Board of Trustees if he/she is:

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

82.2 an employee of SCVO.

Election, retiral, re-election

83 The Members may (subject to clauses 78, 80 and 82; and subject to the provisions of the standing orders referred to in clause 84) elect any Member (unless he/she is debarred from appointment to the Board of Trustees under clause 82) to serve as a charity trustee with effect from each AGM for a period not exceeding three years.

84 The procedure for election of charity trustees under clause 83 shall be regulated by such standing orders as the Board of Trustees may issue from time to time, reflecting the following principles:

84.1 the Members shall be given a reasonable opportunity to nominate candidates for election in advance of each AGM (and on the understanding that a Member who is an individual may nominate themselves), with each candidate being invited to submit a short statement outlining the contribution which they consider that they could make to the work of the Board of Trustees;

84.2 the arrangements for electing candidates shall allow voting by email and/or online voting, as well as postal voting; and

84.3 the outcome of the election process will be announced at the AGM, and all those elected as charity trustees will hold office with effect from the conclusion of the AGM.

85 The Board of Trustees may at any time (subject to clauses 78, 80 and 82) appoint any Member (unless debarred from appointment to the Board of Trustees under clause 82) to be a charity trustee.

86 A Member which is a corporate body may (subject to clause 87) nominate any individual (unless debarred from election/appointment to the Board of Trustees under clause 82) for election/appointment to the Board of Trustees; they will then be deemed to be a Member for the purposes of clauses 84 and 86.

87 No more than one individual nominated under clause 86 by each corporate member may serve as a charity trustee at any given time.

88 At each AGM:

88.1 any charity trustee elected under clause 85 having served a period of three years shall retire from office; and

88.2 any charity trustees appointed under clause 86 during the period since the preceding AGM (or, in the case of the first AGM, during the period since the incorporation of SCVO) shall retire from office.

89 A charity trustee who retires from office under clause 88 shall be eligible for re-election once only; and on the second occasion on which they retire from office under clause 88.1, will not be eligible for re-election until the annual general meeting which next follows.

Appointment/re-appointment of co-opted charity trustees

90 In addition to their powers under clause 85, the Board of Trustees may at any time appoint any individual to be a charity trustee (subject to clauses 78 and 82) on the basis that they have specialist experience and/or skills which could be of assistance to the Board of Trustees.

91 At each AGM, any charity trustee appointed under clause 90 who has served for a period of three years since they were appointed shall retire from office, but shall then be eligible for

re-appointment once only; on the second occasion that they retire from office, they will not be eligible for re-appointment until the AGM which next follows.

Maximum period of office of charity trustees

92 The maximum period any charity trustee may serve is six consecutive years after which time they will not be eligible for election or appointment until the AGM which next follows.

93 For the purposes of clause 92:

93.1 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);

93.2 the period between one AGM and the next shall be deemed to be a period of one year; and

93.3 if a charity trustee ceases to hold office but is reappointed to that office within a period of six months, they will be deemed to have held office as a charity trustee continuously.

Termination of office

94 A charity trustee will automatically cease to hold office if they:

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

94.2 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;

94.3 (in the case of a charity trustee appointed/elected under clauses 84 to 91) cease to be a Member or (as the case may be) the body which nominated them for election/appointment to the Board of Trustees ceases to be a Member;

94.4 become an employee of SCVO;

94.5 give SCVO a notice of resignation, signed by the trustee;

94.6 are absent (without good reason, in the opinion of the Board of Trustees) from more than three consecutive meetings of the Board of Trustees - but only if the Board of Trustees resolves to remove them from office;

94.7 are removed from office by resolution of the Board of Trustees 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 114);

94.8 are removed from office by resolution of the Board of Trustees on the grounds that they are considered to have been in serious or persistent breach of a trustees duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or

94.9 are removed from office by a resolution of the members passed at a members' meeting.

95 A resolution under paragraph 94.7, 94.8 or 94.9 shall be valid only if:

95.1 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;

95.2 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

95.3 (in the case of a resolution under paragraph 96.7 or 96.8) 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

96 The Board of Trustees must keep a register of charity trustees, setting out:

96.1 for each current charity trustee:

96.1.1 full name and address;

96.1.2 date on which appointed as a charity trustee; and

96.1.3 any office held in SCVO;

96.2 for each former charity trustee - for at least 6 years from the date on which they ceased to be a charity trustee:

96.2.1 name of the charity trustee;

96.2.2 date on which they ceased to be a charity trustee; and

96.2.3 any office held in SCVO.

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

97.1 which arises from a resolution of the Board of Trustees or a resolution passed by the members of SCVO; or

97.2 which is notified to SCVO.

98 If any person requests a copy of the register of charity trustees, the Board of Trustees must ensure that a copy is supplied within 28 days, providing the request is reasonable; if the

request is made by a person who is not a charity trustee of SCVO, the Board of Trustees may provide a copy which has the addresses blanked out - if SCVO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

99 The charity trustees shall

99.1 elect a Convener and Treasurer who will automatically hold those offices for so long as they remain as charity trustees subject to Clause 102.2; and

99.2 remove any individual from the office of Convener or Treasurer at any time, if they consider that there are reasonable grounds for doing so.

100 For the avoidance of doubt, if an individual appointed as the Convener, Vice Convener or Treasurer ceases to be a charity trustee, they will automatically cease to hold office as the Convener, Vice Convener or (as the case may be) Treasurer.

Honorary President

101 The Board of Trustees, may appoint any individual to the office of Honorary President of SCVO.

102 The role of the Honorary President, and the principles regarding liaison between the Honorary President and the Convener and the chief executive of SCVO, shall be prescribed in such standing orders as the Board of Trustees may issue from time to time.

103 For the avoidance of doubt, an Honorary President shall not be entitled to attend Board of Trustees meetings (except when specifically invited on any given occasion), and shall have no voting rights either at Board of Trustees meetings or at members' meetings; an Honorary President shall not be deemed to be a charity trustee.

104 An Honorary President shall (subject to clause 108) be appointed for a period of three years, but may be re-appointed for such further periods as the Board of Trustees may determine up to a maximum of six years in total.

105 The Board of Trustees may remove any individual from the office of Honorary President at any time, if they consider that they have reasonable grounds for doing so.

Powers of Board of Trustees

106 Except where this constitution states otherwise, SCVO (and its assets and operations) will be managed by the Board of Trustees; and the Board of Trustees may exercise all the powers of SCVO.

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

108 The members may, by way of a resolution passed in compliance with clause 69 (requirement for two-thirds majority), direct the Board of Trustees to take any particular step or direct the Board of Trustees not to take any particular step; and the Board of Trustees shall give effect to any such direction accordingly.

Charity trustees - general duties

109 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of SCVO; and, in particular, must:

109.1 seek, in good faith, to ensure that SCVO acts in a manner which is in accordance with its purposes;

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

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

109.3.1 put the interests of SCVO before that of the other party;

109.3.2 where any other duty prevents them from doing so, disclose the conflicting interest to SCVO and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;

109.4 ensure that SCVO complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

110 In addition to the duties outlined in clause 109, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring:

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

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

111 Provided that they have declared an interest - and have not voted on the question of whether or not SCVO should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with SCVO in which they have a personal interest; and (subject to clause 112 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), and may retain any personal benefit which arises from that arrangement.

112 No charity trustee may serve as an employee (full time or part time) of SCVO; and no charity trustee may be given any remuneration by SCVO for carrying out their duties as a charity trustee.

113 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

Code of conduct for charity trustees

114 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the Board of Trustees from time to time.

115 The code of conduct referred to in clause 114 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 of Trustees meetings

116 Any charity trustee may call a meeting of the Board of Trustees or ask the Convener to call a meeting of the Board of Trustees.

117 At least seven days' notice must be given of each Board of Trustees meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

Procedure at Board of Trustees meetings

118 No valid decisions can be taken at a Board of Trustees meeting unless a quorum is present; the quorum for Board of Trustees meetings is as follows:

118.1 if there is an even number of charity trustees in office at the time – one half of the total number of charity trustees then in office, plus one;

118.2 if there is an odd number of charity trustees in office at the time – one half (rounded upwards) of the total number of charity trustees then in office.

119 A charity trustee may participate in a meeting of the Board of Trustees by means of a conference telephone, video conferencing facility or similar communications equipment whereby all the charity trustees participating in the meeting can hear each other. This may include use of a chat function if the meeting is held online.

120 A charity trustee participating in a meeting in the manner referred to in clause 119 shall be deemed to be present in person at the meeting; and any vote cast at the meeting via the communications equipment which is used for this purpose will be deemed to be given personally.

121 The Convener of SCVO should act as chairperson of each Board of Trustees meeting.

122 If the Convener 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.

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

124 All decisions at Board of Trustees meetings will be made by majority vote.

125 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.

126 The Board of Trustees may, at its discretion, allow any person to attend and speak at a Board of Trustees meeting notwithstanding that they are not a charity trustee - but on the basis that they must not participate in decision-making.

127 A charity trustee must not vote at a Board of Trustees 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 SCVO; and must withdraw from the meeting while an item of that nature is being dealt with.

128 For the purposes of clause 127:

128.1 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;

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

Minutes

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

130 The minutes to be kept under clause 129 must include the names of those present; and

(so far as possible) should be signed by the chairperson of the meeting.

131 The Board of Trustees shall (subject to clause 132) make available copies of the minutes referred to in clause 129 to any member of the public requesting them.

130 The Board of Trustees may exclude from any copy minutes made available to a member of the public under clause 129 any material which the Board of Trustees considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of SCVO or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.

ADMINISTRATION

Delegation to sub-committees

131 The Board of Trustees may delegate any of their powers to sub-committees; a subcommittee must include at least one charity trustee, but other members of a subcommittee need not be charity trustees.

132 The Board of Trustees may also delegate to the Convener of SCVO (or the holder of any other post) such of their powers as they may consider appropriate.

133 When delegating powers under clause 131 or 132, the Board of Trustees must set out appropriate conditions (which must include an obligation to report regularly to the Board of Trustees).

134 Any delegation of powers under clause 131 or 132 may be revoked or altered by the Board of Trustees at any time.

135 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee (including removal of members of each subcommittee), shall be set by the Board of Trustees.

Operation of accounts

136 Subject to clause 137, the signatures of two out of three signatories appointed by the Board of Trustees will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by SCVO.

137 Where SCVO uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 146. Accounting records and annual accounts

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

139 The Board of Trustees must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the Board of Trustees consider that an audit would be appropriate for some other reason), the Board of Trustees should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

140 If SCVO 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.

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

Alterations to the constitution

142 This constitution may (subject to clause 143) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 69) or by way of a written resolution of the members.

143 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

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

144.1 any statutory provision which adds to, modifies or replaces that Act; and

144.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 144.1 above.

145 In this constitution:

145.1 "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;

145.2 “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.