

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

MEMORANDUM of ASSOCIATION of
Perth and Kinross Heritage Trust

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CAPITAL
MEMORANDUM of ASSOCIATION
of
Perth and Kinross Heritage Trust

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Signature of each subscriber

Dated

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Perth and Kinross Heritage Trust

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Constitution of Trust

- 1 The model articles of association as prescribed in Schedule 2 to The Companies (Model Articles) Regulations 2008 are excluded in respect of this company.

Defined terms

- 2 In these articles of association, unless the context requires otherwise: -
 - (a) "Act" means the Companies Act 2006;
 - (b) "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;
 - (c) "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;
 - (d) "electronic form" has the meaning given in section 1168 of the Act;
 - (e) "OSCR" means the Office of the Scottish Charity Regulator;
 - (f) "property" means any property, heritable or moveable, real or personal, wherever situated; and
 - (g) "subsidiary" has the meaning given in section 1159 of the Act;
 - (h) "Council" means the Perth & Kinross Council, having its principal place of business at Pullar House, 35 Kinnoull Street, Perth, PH1 5GD;
 - (i) "the Trust" means Perth and Kinross Heritage Trust.
- 3 Any reference to a provision of any legislation (including any statutory instrument) shall include any statutory modification or re-enactment of that provision in force from time to time.

Objects

- 4 The Trust's objects are:
 - (i) to conserve, enhance, maintain and promote, for the benefit of the residents of Perth and Kinross and the public at large, the historic environment of the area in the form of archaeological sites and landscapes, and buildings and structures of historic and/or architectural interest, value or significance;

- (ii) to advance and promote the practical conservation of the amenity and character of the rural and urban historic built environment within Perth and Kinross;
 - (iii) to conserve, research and promote items or areas of archaeological or industrial archaeological importance within Perth and Kinross;
 - (iv) to further awareness of the historic environment through education about, and active voluntary involvement in, its conservation in the area of Perth and Kinross, and
 - (v) to undertake consultancy and other work of an educational, historical, architectural or archaeological interest anywhere in the United Kingdom or elsewhere (which need not have a bearing upon its work in the area of Perth and Kinross) which advances the arts, heritage, culture or science.
- 5 The Trust's objects are restricted to those set out in article 4 (but subject to article 6).
- 6 The Trust may (subject to first obtaining the consent of OSCR) add to, remove or alter the statement of the Trust's objects in article 4; on any occasion when it does so, it must give notice to the registrar of companies and the amendment will not be effective until that notice is registered on the register of companies.

Powers

- 7 In pursuance of the objects listed in article 4 (but not otherwise), the Trust shall have the following powers: -
- (a) (i) to prepare, organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops, to collect, collate, disseminate and exchange information and to prepare, produce, edit, publish, exhibit and distribute articles, pamphlets, books and publication and other materials in any medium;
 - (ii) to provide advice, consultancy, training, tuition, expertise and assistance;
 - (iii) to promote and carry out research, surveys and investigations and develop initiatives, projects and programmes;
 - (iv) to encourage and develop a spirit of voluntary or other commitment by individuals or other bodies or persons willing to assist the Trust to achieve its objects.
- (b) To carry on any other activities which further any of the above objects.

- (c) To promote companies whose activities may further one or more of the above objects, or may generate income to support the activities of the Trust, acquire and hold shares in such companies and carry out, in relation to any such company which is a subsidiary of the Trust, all such functions as may be associated with a holding company.
- (d) To acquire and take over the whole or any part of the undertaking and liabilities of any body holding property or rights which are suitable for the Trust's activities.
- (e) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the Trust's activities.
- (f) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Trust.
- (g) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Trust.
- (h) To lend money and give credit (with or without security) and to grant guarantees and issue indemnities.
- (i) To borrow money, and to give security in support of any such borrowings by the Trust, in support of any obligations undertaken by the Trust or in support of any guarantee issued by the Trust.
- (j) To employ such staff as are considered appropriate for the proper conduct of the Trust's 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.
- (k) To engage such consultants and advisers as are considered appropriate from time to time.
- (l) To effect insurance of all kinds (which may include officers' liability insurance).
- (m) To invest any funds which are not immediately required for the Trust's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
- (n) 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 Trust's objects.
- (o) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the Trust's objects.
- (p) To take such steps as may be deemed appropriate for the purpose of raising funds for the Trust's activities.

- (q) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- (r) To oppose, or object to, any application or proceedings which may prejudice the Trust's interests.
- (s) To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the Trust, and to enter into any arrangement for co-operation or mutual assistance with any charity.
- (t) To do anything which may be incidental or conducive to the furtherance of any of the Trust's objects.

Restrictions on use of the Trust's assets

- 8
- (a) The income and property of the Trust shall be applied solely towards promoting the Trust's objects.
 - (b) No part of the income or property of the Trust shall be paid or transferred (directly or indirectly) to the members of the Trust, whether by way of dividend, bonus or otherwise.
 - (c) No Trustee of the Trust shall be appointed as a paid employee of the Trust; no Trustee shall hold any office under the Trust for which a salary or fee is payable.
 - (d) No benefit (whether in money or in kind) shall be given by the Trust to any Trustee except (i) repayment of out-of-pocket expenses or (ii) reasonable payment in return for particular services (not being of a management nature) actually rendered to the Trust.

Liability of members

- 9 Each member undertakes that if the Trust is wound up while they are a member (or within one year after they cease to be a member), they will contribute - up to a maximum of £1 - to the assets of the Trust, to be applied towards:
- (a) payment of the Trust's debts and liabilities contracted before they cease to be a member;
 - (b) payment of the costs, charges and expenses of winding up; and
 - (c) adjustment of the rights of the contributories among themselves.

General structure

- 10 The members of the Trust shall be the current Trustees on the basis that a new Trustee shall automatically become a member on becoming a

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

Qualifications for membership

- 11 The members of the Trust shall consist of the subscribers to the memorandum of association and such other persons as are admitted to membership under articles 14 - 16.
- 12 Membership shall be open to any person selected by the current Trustees in accordance with articles 14 - 16 and all members will automatically become Trustees upon election.
- 13 Employees of the Trust shall not be eligible for membership; a person who becomes an employee of the Trust after admission to membership shall automatically cease to be a member.

Application for membership

- 14 Any person who wishes to become a member must sign, and lodge with the Trust, a written application for membership.
- 15 The Trustees may, at their discretion, refuse to admit any person to membership.
- 16 The Trustees shall propose new applications for election as members at a general meeting. Members are Trustees and will be considered in accordance with Article 49. Trustees shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.

Membership subscription

- 17 No membership subscription shall be payable.

Register of members

- 18 The Trustees shall maintain a register of members, setting out the full name and address of each member, the date on which they were admitted to membership, and the date on which any person ceased to be a member.

Withdrawal from membership

- 19 Any person who wishes to withdraw from membership shall sign, and lodge with the Trust, a written notice to that effect; on receipt of the notice by the Trust, they shall cease to be a member.

Expulsion from membership

- 20 Any person may be expelled from membership by special resolution (see article 33), 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.

Termination/transfer

- 21 Membership shall cease on death.
- 22 A member may not transfer their membership to any other person.

General meetings (meetings of members)

- 23 The Trustees shall convene an annual general meeting in each year.
- 24 Not more than 15 months shall elapse between one annual general meeting and the next.
- 25 The business of each annual general meeting shall include:-
 - (a) a report by the chair on the activities of the Trust;
 - (b) consideration of the annual accounts of the Trust;
 - (c) the election/re-election of Trustees, as referred to in article 51.
- 26 Subject to articles 23, 24, and 27, the Trustees may convene a general meeting at any time.
- 27 The Trustees must convene a general meeting if there is a valid requisition by members (under section 303 of the Act) or a requisition by a resigning auditor (under section 518 of the Act).

Notice of general meetings

- 28 At least 14 clear days' notice must be given of a general meeting; but with the consent of not less than 90% of the members having the right to attend and vote thereat, a general meeting may be convened by such shorter notice period as they may think fit in the circumstances.
- 29 The reference to "clear days" in article 28 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, (or, in the case of a notice sent by electronic means, the day after it was sent) and also the day of the meeting, should be excluded.
- 30 A notice calling a meeting shall specify the time and place of the meeting; it shall (a) indicate the general nature of the business to be dealt with at the meeting and (b) if a special resolution (see article 33) (or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.

- 31 A notice convening an annual general meeting shall specify that the meeting is to be an annual general meeting.
- 32 Notice of every general meeting shall be given to such persons (including the Auditors) as are entitled to receive such notices
- (a) in hard copy form;
 - (b) in writing or (where the individual to whom notice is given has notified the Trust of an address to be used for the purpose of electronic communication) in electronic form; or
 - (c) (subject to the Trust notifying members of the presence of the notice on the website, and complying with the other requirements of section 309 of the Act) by means of a website.

Special resolutions and ordinary resolutions

- 33 For the purposes of these articles, a “special resolution” means a resolution passed by 75% or more of the votes cast on the resolution at a general meeting, providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with articles 28 to 32; for the avoidance of doubt, the reference to a 75% majority relates only to the number of votes cast in favour of the resolution as compared with the total number of votes cast in relation to the resolution, and accordingly no account shall be taken of abstentions or members absent from the meeting.
- 34 In addition to the matters expressly referred to elsewhere in these articles, the provisions of the Act allow the Trust, by special resolution,
- (a) to alter its name.
 - (b) to alter any provision of these articles or adopt new articles of association.
 - (c) to wind up.
- 35 For the purposes of these articles, an “ordinary resolution” means a resolution passed by majority vote (taking account only of those votes cast in favour as compared with those votes against), at a general meeting, providing proper notice of the meeting has been given in accordance with articles 28 - 32.

Procedure at general meetings

- 36 No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting (save as otherwise provided) shall be a majority of members entitled to vote at the meeting.
- 37 If a quorum is not present within 15 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, or if convened on the requisition of the Trustees, shall be dissolved.

- 38 The Chairperson of the Board of Trustees shall (if present and willing to act as chairperson) preside as chairperson of each general meeting. The Vice Chairperson, if any, shall act as chair of the meeting when the Chairperson is not present. If neither chair or vice-chair is present within 15 minutes after the time at which the meeting was due to commence, the Trustees present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
- 39 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.
- 40 Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally or by proxy.
- 41 Any member who wishes to appoint a proxy to vote on their behalf at any meeting (or adjourned meeting):
- (a) shall lodge with the Trust, at the Trust's registered office, a written instrument of proxy (in such form as the Trustees require), signed by them; or
 - (b) shall send by electronic means to the Trust, at such electronic address as may have been notified to the members by the Trust for that purpose, an instrument of proxy (in such form as the Trustees require)

providing (in either case), the instrument of proxy is received by the Trust at the relevant address not less than 48 hours before the time for holding the meeting (or, as the case may be, adjourned meeting).

- 42 An instrument of proxy which does not conform with the provisions of article 41, or which is not lodged or sent in accordance with such provisions, shall be invalid.
- 43 A member shall not be entitled to appoint more than one proxy to attend on the same occasion.
- 44 A proxy appointed to attend and vote at any meeting instead of a member shall have the same right as the member who appointed them to speak at the meeting and need not be a member of the Trust.
- 45 A vote given, or ballot demanded, by proxy shall be valid notwithstanding that the authority of the person voting or demanding a ballot had terminated prior to the giving of such vote or demanding of such ballot, unless notice of such termination was received by the Trust at the Trust's registered office (or, where sent by electronic means, was received by the Trust at the address notified by the Trust to the members for the purpose of electronic communications) before the commencement of the meeting or adjourned meeting at which the vote was given or the ballot demanded.

- 46 If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall not be entitled to a casting vote.
- 47 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 persons present in person at the meeting and entitled to vote (whether as members or proxies for members)); 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.
- 48 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 Trustees, election of Board of Trustees

- 49 The affairs of the Trust shall be managed by a Board of Trustees. The maximum number of Trustees shall be twelve. The Board of Trustees shall comprise
- (a) up to ten elected Trustees. Elected Trustees may be elected at any general meeting, and shall serve from the end of the meeting at which they are elected until the fourth Annual General Meeting which occurs following their election. Elected Trustees shall be eligible for re-election.
 - (b) up to two Council Nominees. In the case of the Council Nominees, the following applies:
 - (i) On receipt of the Notice of each Annual General Meeting of the Trust, the Council may send a written notice nominating the names of up to two Trustees. Unless such notice is received at least 48 hours before the start of the Annual General Meeting, the Trustees previously nominated shall remain in office.
 - (ii) The Council may remove its nominated Trustee or Trustees at any time, by written notice to that effect. In that event, the notice may intimate any new Trustee or Trustees to be nominated as a replacement for the Trustee or Trustees being removed. Such a notice shall take effect from the next Board or General Meeting.

Eligibility and Election

- 50 A person shall not be eligible for election/appointment as a Trustee unless they are a member of the Trust.

Retiral and re-election

- 51 At each annual general meeting, all of those Trustees who have served as Trustees for a period of more than 3 years shall retire from office, but shall then be eligible for re-election.

Termination of office

- 52 A Trustee shall automatically vacate office if: -
- (a) they cease to be a Trustee through the operation of any provision of the Act or becomes prohibited by law from being a Trustee
 - (b) they become debarred under any statutory provision from being a charity Trustee
 - (c) they become incapable for medical reasons of fulfilling the duties of their office and such incapacity is expected to continue for a period of more than six months
 - (d) they cease to be a member of the Trust
 - (e) they become an employee of the Trust
 - (f) they resign office by notice to the Trust
 - (g) they are absent (without permission of the Trustees) from more than three consecutive meetings of the Trustees, and the Trustees resolve to remove them from office
 - (h) they are removed from office by resolution of the Trustees on the grounds that they are considered to have committed a material breach of the code of conduct for Trustees in force from time to time (as referred to in article 75);
 - (i) they are removed from office by resolution of the Trustees on the grounds that they are considered to have been in serious or persistent breach of their duties under sub-sections 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
 - (j) they are removed from office by ordinary resolution (special notice having been given) in pursuance of section 168 of the Act.
 - (k) If, being a Council Nominee, they cease to retain the nomination of the Council.
- 53 A resolution under paragraph (h) or (i) of article 52 shall be valid only if:
- (a) the Trustee who is the subject of the resolution is given reasonable prior written notice by the Trustees of the grounds upon which the resolution for their removal is to be proposed;
 - (b) the Trustee concerned is given the opportunity to address the meeting of Trustees at which the resolution is proposed, prior to the resolution being put to the vote; and

- (c) at least two thirds (to the nearest round number) of the Trustees then in office vote in favour of the resolution.

Register of Trustees

- 54 The Trustees shall maintain a register of Trustees, setting out full details of each Trustee, including the date on which they became a Trustee, and also specifying the date on which any person ceased to hold office as a Trustee.

Office-bearers

- 55 The Trustees shall elect from among themselves a chair, a vice-chair and a treasurer, and such other office bearers (if any) as they consider appropriate.
- 56 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.
- 57 A person elected to any office shall cease to hold that office if they cease to be a Trustee, or if they resign from that office by written notice to that effect.

Honorary Patrons

- 58 The Board may agree to the appointment of one or more Honorary Patrons of the Trust, to be appointed either for such fixed period (usually of five years) as it may determine or for an unspecified period until such appointment be terminated by it. The Honorary Patron or Patrons would be entitled to notice of all Annual General Meetings and to attend and contribute to discussion, but not to vote thereat.

Powers of Trustees

- 59 Subject to the provisions of the Act, and these articles, and subject to any directions given by special resolution, the Trust and its assets and undertaking shall be managed by the Trustees, who may exercise all the powers of the Trust.
- 60 A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

Personal interests

- 61 A Trustee who has a personal interest in any transaction or other arrangement which the Trust is proposing to enter into, must declare that interest at a meeting of the Trustees; they will be debarred (in terms of article 76) from voting on the question of whether or not the Trust should enter into that arrangement.
- 62 For the purposes of the preceding article, a Trustee shall be deemed to have a personal interest in an arrangement if any partner or other close relative of theirs **or** any firm of which they are a partner **or** any limited company of which they are a substantial shareholder or director **or** any

limited liability partnership of which they are a member **or** any Scottish charitable incorporated organisation of which they are a charity trustee **or** any registered society or unincorporated association of which they are a management committee member (or any other party who/which is deemed to be connected with them for the purposes of the Act), has a personal interest in that arrangement.

63 Provided

- (a) they have declared their interest;
- (b) they have not voted on the question of whether or not the Trust should enter into the relevant arrangement and
- (c) the requirements of article 66 are complied with.

a Trustee will not be debarred from entering into an arrangement with the company in which they have a personal interest (or is deemed to have a personal interest under article 62) and may retain any personal benefit which they gain from their participation in that arrangement.

64 The Trustees shall be entitled, for the purposes of section 175 of the Act, to authorise (by way of resolution to that effect) any conflict situation (as defined for the purposes of that section of the Act) that may arise (such that the duty of the Trustee concerned, under that section, to avoid conflicts of interest is not infringed) and to amend or vary any such authorisation; the Trustees may give such authorisation subject to such terms and conditions as they may consider appropriate and reasonable in the circumstances.

65 For the avoidance of doubt, the provisions of section 175 of the Act and article 64 do not apply to a conflict of interest relating to a transaction or arrangement with the Trust; conflicts of that kind are regulated by the provisions of articles 61 to 63 and articles 76 to 79.

66 No Trustee may serve as an employee (full time or part time) of the Trust, and no Trustee may be given any remuneration by the Trust for carrying out their duties as a Trustee.

67 Where a Trustee provides services to the Trust 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 Trustees must be satisfied that it would be in the interests of the Trust to enter into the arrangement (taking account of that maximum amount); and
- (c) less than half of the Trustees must be receiving remuneration from the Trust (or benefit from remuneration of that nature).

68 The Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the

Trustees, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

Procedure at Trustees' meetings ("Board of Trustees")

- 69 Any Trustee may call a meeting of the Trustees on a direction by the Chairperson of the Board or on a requisition in writing by any three Trustees. A meeting of the Board of Trustees shall be summoned by notice served upon all the Trustees. Not less than 7 clear days' notice in writing shall be given of any meeting of the Board unless all Trustees agree unanimously in writing to dispense with such notice on any specific occasion.
- 70 Meetings of the Board may take place in person or by telephone conference call, video conference call or by any other collective electronic means approved from time to time by the Board of Trustees.
- 71 Questions arising at a meeting of the Trustees shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.
- 72 No business shall be dealt with at a meeting of the Trustees unless a quorum is present; the quorum for meetings of the Trustees shall be a majority of the Trustees.
- 73 If at any time the number of Trustees in office falls below the number fixed as the quorum, the remaining Trustee(s) may act only for the purpose of filling vacancies or of calling a general meeting.
- 74 Unless they are unwilling to do so, the chair of the Trust shall preside as chairperson at every Trustees' meeting at which they are 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 vice-chair of the Trust shall preside, and if the vice-chair is not present the Trustees present shall elect from among themselves the person who will act as chairperson of the meeting.
- 75 The Trustees may, at their discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the Trustees; for the avoidance of doubt, any such person who is invited to attend a Trustees' meeting shall not be entitled to vote.
- 76 A Trustee shall not vote at a Trustees' meeting (or at a meeting of a committee) on any resolution concerning a matter in which they have a personal interest which conflicts (or may conflict) with the interests of the Trust; they must withdraw from the meeting while an item of that nature is being dealt with.
- 77 For the purposes of article 76, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of theirs **or** any firm of which they are a partner **or** any limited company of which they are a substantial shareholder or Trustee **or** any limited liability partnership of which they are a member **or** any Scottish charitable incorporated organisation of which they are a charity Trustee

or any registered society or unincorporated association of which they are a management committee member has a personal interest in that matter.

- 78 A Trustee shall not be counted in the quorum present at a meeting in relation to a resolution on which they are not entitled to vote.
- 79 The Trust may, by ordinary resolution, suspend or relax to any extent – either generally or in relation to any particular matter – the provisions of articles 76 to 78.

Conduct of Trustees

- 80 Each of the Trustees shall, in exercising their functions as a Trustee of the Trust, act in the interests of the Trust; and, in particular, must
- (a) seek, in good faith, to ensure that the Trust acts in a manner which is in accordance with its objects;
 - (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 Trust and any other party;
 - (i) put the interests of the Trust before that of the other party, in taking decisions as a Trustee; or
 - (ii) where any other duty prevents them from doing so, disclose the conflicting interest to the Trust and refrain from participating in any discussions or decisions involving the other Trustees with regard to the matter in question
 - (d) ensure that the Trust complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.
- 81 Each of the 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.
- 82 For the avoidance of doubt, the code of conduct shall be supplemental to the provisions relating to the conduct of Trustees contained in these articles of association; and the relevant provisions of these articles shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.

Delegation to sub-committees

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

- 84 Any delegation of powers under article 83 may be made subject to such conditions as the Trustees may impose and may be revoked or altered.
- 85 The rules of procedure for any sub-committee shall be as prescribed by the Trustees.

Operation of bank accounts and financial systems

- 86 The signatures of two out of the signatories appointed by the Trustees shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the Trust; at least one out of the two signatures must be the signature of a Trustee. Where an electronic system for managing money only provides for one operator, the operator of this system shall be the Treasurer or other designated office-bearer of the Trust.

Secretary

- 87 The Trustees may (notwithstanding the provisions of the Act) appoint a company secretary, and on the basis that the term of the appointment, the remuneration (if any) payable to the company secretary, and the conditions of appointment shall be as determined by the Trustees; the company secretary may be removed by them at any time.

Minutes

- 88 The Trustees shall ensure that minutes are made of all proceedings at general meetings, Trustees' 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

- 89 The Trustees shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
- 90 The Trustees shall prepare annual accounts, complying with all relevant statutory requirements; they shall ensure that an audit of such accounts is carried out by a qualified auditor once in each year.
- 91 Members of the public shall have the right to inspect accounting and other documents of the Trust, in accordance with statute or as authorised by the Trustees.

Notices

- 92 Any notice which requires to be given to a member under these articles shall be given either in writing or by electronic means; such a notice may 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 them to the Trust *or* (in the case of a member who has notified the Trust of an address to be used for the purpose of electronic communications) may be given to the member by electronic means.

- 93 Any notice, if sent by post, shall be deemed to have been given at the expiry of 48 hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.
- 94 Any notice sent by electronic means shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any notice sent by electronic means was indeed sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Governance Institute (formerly Chartered Institute of Secretaries and Administrators).

Winding-up

- 95 The winding-up of the Trust may take place only on the decision of not less than 75% of its Trustees as members who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose.
- 96 If on the winding-up of the Trust any property remains after satisfaction of all the Trust's debts and liabilities, such property shall be transferred to such body or bodies (whether incorporated or unincorporated) as may be determined by the members of the Trust at or before the time of dissolution (or, failing such determination, by such court as may have or acquire jurisdiction), to be used solely for a charitable purpose or charitable purposes.
- 97 For the avoidance of doubt, a body to which property is transferred under article 96 may be a member of the Trust.
- 98 To the extent that effect cannot be given to article 96 (as read with article 97), the relevant property shall be applied to some charitable purpose or purposes.
- 99 If the winding-up of the Trust is decided upon in terms of Article 95, the prior consent of OSCR (or any successor thereto) must be obtained in terms of section 16 of the Charities and Trustee Investment (Scotland) Act 2005.

Indemnity

- 100 Every Trustee or other officer or auditor of the Trust may be indemnified (to the extent permitted by sections 232, 234, 235, 532 and 533 of the Act) out of the assets of the Trust against any loss or liability which they may sustain or incur in connection with the execution of the duties of their office; that may include, without prejudice to that generality (but only to the extent permitted by those sections of the Act), any liability incurred by them in defending any proceedings (whether civil or criminal) in which judgement is given in their favour or in which they are acquitted or any liability in connection with an application in which relief is granted to them by the court from liability for negligence, default or breach of trust in relation to the affairs of the Trust.

101 The Trust shall be entitled (subject to the provisions of section 68A of the Charities and Trustee Investment (Scotland) Act 2005) to purchase and maintain for any Trustee insurance against any loss or liability which any Trustee or other officer of the Trust may sustain or incur in connection with the execution of the duties of their office; and such insurance may (subject to the provisions of section 68A of the Charities and Trustee Investment (Scotland) Act 2005) extend to liabilities of the nature referred to in section 232(2) of the Act (negligence etc. of a Trustee).