



COMMUNITY CAR SCHEME & SOCIAL EVENTS

Scottish Charity no. SC019863

CONSTITUTION Of Care Lochaber

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GENERAL

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation will be in Scotland and will remain in Scotland – Waverley Building, High Street, Fort William, PH33 6XX.

Name

- 3 The name of the organisation is Care Lochaber.

Purposes

- 4 The organisation's purposes are:
 - 4.1 The relief of those in need in the Lochaber area by reason of age, ill-health, disability, financial hardship or other disadvantage by enabling their independence, safety, health and wellbeing.
 - 4.2 To promote such other similar charitable purposes as may from time to time be determined.

Powers

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability

- 7 The 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

- 8 The structure of the organisation is single tier -
- 8.1 The BOARD - hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 9 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

BOARD

Number of charity trustees

- 10 The maximum number of charity trustees is 12.
- 11 The minimum number of charity trustees is 4.

Eligibility

- 12 A person will not be eligible for election or appointment to the board unless he/she is a member of the organisation.
- 13 A person will not be eligible for election or appointment to the board if he/she is: -
- 13.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
- 13.2 an employee of the organisation.

Initial charity trustees

- 14 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

Election, retiral, re-election

- 15 At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 12) to be a charity trustee.
- 16 The board may at any time appoint any member (unless he/she is debarred from membership under clause 12) to be a charity trustee.
- 17 At each AGM, all of the charity trustees must retire from office - but may then be re-elected under clause 0.
- 18 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -
- 18.1 he/she advises the board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or
 - 18.2 an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or
 - 18.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Termination of office

- 19 A charity trustee will automatically cease to hold office if: -
- 19.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
 - 19.2 he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
 - 19.3 he/she ceases to be a member of the organisation;
 - 19.4 he/she becomes an employee of the organisation;
 - 19.5 he/she gives the organisation a notice of resignation, signed by him/her;
 - 19.6 he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove him/her from office;

- 19.7 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 35);
- 19.8 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
- 19.9 he/she is removed from office by a resolution of the members passed at a members' meeting.
- 20 A resolution under paragraph 0, 19.8 or 19.9 shall be valid only if: -
- 20.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;
- 20.2 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
- 20.3 (in the case of a resolution under paragraph 0 or 19.8) 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

- 21 The board must keep a register of charity trustees, setting out
- 21.1 for each current charity trustee:
- 21.1.1 his/her full name and address;
- 21.1.2 the date on which he/she was appointed as a charity trustee; and
- 21.1.3 any office held by him/her in the organisation;
- 21.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:
- 21.2.1 the name of the charity trustee;
- 21.2.2 any office held by him/her in the organisation; and
- 21.2.3 the date on which he/she ceased to be a charity trustee.

- 22 The board must ensure that the register of charity trustees is updated within 28 days of any change:
- 22.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
 - 22.2 which is notified to the organisation.
- 23 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

- 24 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 25 In addition to the office-bearers required under clause 24, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 26 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 24 or 25.
- 27 A person elected to any office will automatically cease to hold that office: -
- 27.1 if he/she ceases to be a charity trustee; *or*
 - 27.2 if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

Powers of board

- 28 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 29 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 30 The members may, by way of a resolution passed in compliance with clause 45 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

- 31 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:-
- 31.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
 - 31.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - 31.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - 31.3.1 put the interests of the organisation before that of the other party;
 - 31.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
 - 31.4 ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
- 32 In addition to the duties outlined in clause 31, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 32.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
 - 32.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 33 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause 34 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), he/she may retain any personal benefit which arises from that arrangement.
- 34 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.

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

- 35 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 36 The code of conduct referred to in clause 35 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

DECISION-MAKING BY THE CHARITY TRUSTEES

Notice of board meetings

- 37 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 38 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

Procedure at board meetings

- 39 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 4 charity trustees, present in person.
- 40 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 39, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 41 The chair of the organisation should act as chairperson of each board meeting.
- 42 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 43 Every charity trustee has one vote, which must be given personally.

- 44 All decisions at board meetings will be made by majority vote.
- 45 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.
- 46 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that he/she is not a charity trustee - but on the basis that he/she must not participate in decision-making.
- 47 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.
- 48 For the purposes of clause 47: -
- 48.1 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;
- 48.2 a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

Minutes

- 49 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 50 The minutes to be kept under clause 49 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 51 [The board shall (subject to clause 52) make available copies of the minutes referred to in clause 49 to any member of the public requesting them.]
- 52 [The board may exclude from any copy minutes made available to a member of the public under clause 51 any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.]

ADMINISTRATION

Delegation to sub-committees

- 53 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 54 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 55 When delegating powers under clause 53 or 54, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 56 Any delegation of powers under clause 53 or 54 may be revoked or altered by the board at any time.
- 57 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

- 58 Subject to clause 59, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 59 Where the organisation 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 58.

Accounting records and annual accounts

- 60 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 61 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor.

MISCELLANEOUS

Winding-up

- 62 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.
- 63 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

Alterations to the constitution

- 64 This constitution may (subject to clause 65) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause **Error! Reference source not found.**) or by way of a written resolution of the members.
- 65 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (eg change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

- 66 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -
- 66.1 any statutory provision which adds to, modifies or replaces that Act; and
- 66.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 66.1 above.
- 67 In this constitution: -
- 67.1 "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 2006, providing (in either case) that its objects are limited to charitable purposes;
- 67.2 "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.



COMMUNITY CAR SCHEME & SOCIAL EVENTS
Scottish Charity no. SC019863

Signed on behalf of Care Lochaber by the following Trustees in Dec 2025:

NAME RODDY FORBES

SIGNATURE 

NAME COLIN STRANGE

SIGNATURE 

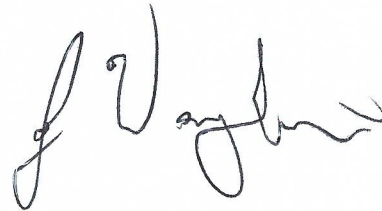
NAME MARGARET CAMPBELL

SIGNATURE 

NAME PETER NOLAN

SIGNATURE 

NAME JIMMY VAUGHAN

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