

Company Number SC350253

THE COMPANIES ACT 2006

*Company limited by guarantee  
and not having a share capital*

**ARTICLES of ASSOCIATION**

**of**

# **Tayport Community Trust**

incorporated on 22<sup>nd</sup> October 2008 and amended on 8<sup>th</sup> June 2018

*a Community Body in terms of  
the Land Reform (Scotland) Act 2003*

J. & H. Mitchell W.S.  
Pitlochry & Aberfeldy

THE COMPANIES ACT 2006

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**ARTICLES of ASSOCIATION**  
**of**  
**Tayport Community Trust**

**NAME**

- 1 The name of the company is "Tayport Community Trust" ("**the Company**").

**REGISTERED OFFICE**

- 2 The Registered Office of the Trust is situated in Scotland.

- 3.1 In these Articles of Association, the following definitions apply throughout:  
"Act" means the Companies Act 2006 and every statutory modification and re-enactment thereof for the time being in force.  
"AGM" means an Annual General Meeting.  
"Article(s)" means any Article or these Articles of Association.  
"Board" means the Board of Trustees.  
"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 applications of the Taxes Acts.'

“**Charity**”, “**charitable body**”, “**charitable institution**”, “**charitable organisation**”, or “**charities**” means a body or bodies on the Scottish Charity Register which is or are also regarded as a charity or charities in relation to the application of the Taxes Acts.

“**Charities Act**” means the Charities and Trustee Investment (Scotland) Act 2005 and every statutory modification or re-enactment thereof for the time being in force.

“**Clear days**” means a period excluding the day when notice is given and the day of the meeting.

“**Community**” means the community area described in Article 4.

“**Trustee(s)**” means the Director(s) for the time being of the Company.

“**EGM**” means an Extraordinary General Meeting.

“**Land Reform Act**” means the Land Reform (Scotland) Act 2003 and every statutory modification or re-enactment thereof for the time being in force.

“**organisation**” means any unincorporated association, society, federation, partnership, corporate body, agency, undertaking, local authority, union, co-operative, trust or other organisation (not being an individual person).

“**property**” means any property, assets or rights, heritable or moveable, wherever situated in the world.

“**Subscribers**” means those persons who have subscribed the Memorandum of Association.

3.2 Words importing the singular number only shall include the plural number, and *vice versa*; and words importing the masculine gender only shall include the feminine gender.

3.3 These Articles supersede any model Articles contained within the Companies Act or any regulations pertaining thereto. Subject as aforesaid, any words or expressions defined in the Companies Act shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.

3.4 The two Schedules to these Articles are deemed to form an integral part of these Articles.

## **PURPOSES**

4 The Company has been formed to benefit the community of Tayport comprising all of the postcode units in postcode sector DD6 9 and the postcode unit DD6 8QX (“the Community”) with the following Purposes (“the Purposes”):

4.1 To manage community land and associated assets for the benefit of the Community and the public in general following principles of sustainable development, where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs;

- 4.2 To provide or improve, or assist in providing or improving, recreational and sporting facilities, and/or organising or assisting in organising recreational and sporting activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community and following principles of sustainable development, where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs;
- 4.3 To promote, establish, operate and/or support other schemes and projects with wholly charitable purposes for the benefit of the Community and the public at large;
- 4.4 To advance community development, including urban or rural regeneration, following principles of sustainable development, where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs;
- 4.5 To advance education and in particular to promote opportunities for learning, training and employability for the benefit of the Community and the public at large;
- 4.6 To advance the health and wellbeing of the Community;
- 4.7 To advance environmental protection or improvement including preservation, and conservation of the natural environment, the promotion of sustainable development, the maintenance, improvement or provision of environmental amenities for the Community and/or the preservation of buildings or sites of architectural, historic or other importance to the community; where sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs;
- 4.8 To help young people, particularly, but not exclusively, those resident in the Community, to develop their physical, mental and spiritual capacities, such that they may grow to full maturity as individuals and as members of society.

#### **POWERS**

- 5 The Company shall have powers, but only in furtherance of its Purposes, as expressed in Schedule 1 annexed to these Articles.

#### **GENERAL STRUCTURE OF THE TRUST**

- 6 The structure of the Company comprises:
  - 6.1 **Members** - comprising Ordinary Members (who have the right to attend the AGM and any EGM and have important powers under these Articles and the Act, who elect people to serve as Trustees and take decisions in relation to any changes to these Articles), the Associate Members and the Junior Members; and
  - 6.2 **Trustees** - who hold regular meetings between each AGM, set the strategy and policy of the Company, generally control and supervise the activities of the Company and, in particular, are responsible for monitoring its financial position and, where there are no employees or managers appointed, are responsible also for the day-to-day management of the Company.

#### **MEMBERSHIP**

- 7 The members of the Company shall consist of the Subscribers and such other persons and organisations as are admitted to membership in terms of these Articles.
- 8 Membership of the Company is open to:
- 8.1 **Ordinary Members:** those individuals aged 16 and over who:
- (a) are ordinarily resident in the Community; and
  - (b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and
  - (c) who support the Purposes;
- 8.2 **Associate Members:** those individuals who are not ordinarily resident in the Community and those organisations wherever located that support the Purposes. Associate Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.
- 8.3 **Junior Members:** those individuals who are aged between 12 and 15 inclusive who support the Purposes. Junior Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.
- 8.4 Declaring that, if a Member ceases to comply with any of these criteria, at Article 8.1, 8.2 and 8.3 they will be obliged to inform the Company and will thereafter be reclassified in terms of Article 8.1, 8.2 or 8.3, and that if the Trust becomes aware of this itself it will so reclassify the member and notify them accordingly.
- 9 The following conditions apply to membership:
- 9.1 the Company shall have not fewer than 10 members at any time; and
- 9.2 At least three quarters of the members of the Company consist of Ordinary Members; and
- 9.3 In the event that the number of members falls below 10 or that at least three quarters of the members of the Company do not consist of Ordinary Members, the Board may not conduct any business other than to ensure the admission of sufficient Ordinary Members to achieve the minimum number and/or maintain the majority.
- 9.4 Each member which is an organisation shall appoint one named Authorised Representative to represent and act for such member at all General Meetings. Any change in the appointment of an Authorised Representative may be made at any time by the appointing member, but only by written notice to the Company. Such notice will take effect upon its receipt by the Company.
- 10 The Board shall promptly consider applications for membership, made in such written form as it shall prescribe from time to time, determining if the terms of Article 8 apply and into which category of membership each applicant shall belong, and immediately thereafter shall approve any valid application provided the applicant is not excluded by virtue of Article 9 or has previously been a member of the Company and continues to be excluded from membership by virtue of Article 15.
- 11 The Board shall maintain a Register of Members, setting out the name and postal address of each member, the relative category of membership and the date of the member's appointment and cessation.

## MEMBERSHIP SUBSCRIPTIONS

- 12 The Ordinary Members may at any or each AGM fix the annual subscriptions  
(and, if relevant, different rates thereof for different categories).  
13 Members shall be required to pay the appropriate annual membership  
subscription, where fixed. Only those members who have paid their current  
subscription, where fixed, are entitled to take part in and vote at any General  
Meeting.  
14 An individual who, or organisation which, ceases to be a member (for whatever  
reason) shall not be entitled to any refund of membership subscription.

#### **CESSATION OF MEMBERSHIP**

- 15 A member shall cease to be a member if:  
15.1 he, she or it sends written notice of resignation to the Company; or  
15.2 being an organisation, it goes into receivership, goes into liquidation, dissolves or  
otherwise ceases to exist (the right of membership not being assignable); or  
15.3 the annual subscription due remains outstanding for more than three calendar  
months (and provided that the member in question has been given at least one  
written reminder) and if the Board chooses to expel that member from  
membership; or  
15.4 a resolution that a member be expelled is passed by a majority of at least 75% of  
the members present and voting at a General Meeting, of which not less than 21  
days' previous notice specifying the intention to propose such resolution and the  
grounds on which it is proposed shall have been sent to all Trustees, all members  
and the Company Secretary and also to the member whose removal is in  
question, such member being entitled to be heard at that meeting; or  
15.5 being an individual, he or she dies (the right of membership not being  
assignable).

#### **GENERAL MEETINGS (Meetings of Members)**

- 16 The Board shall convene an AGM in each year, at such time as it may determine,  
although the first AGM need not be held in the first year provided that it be held  
within 18 months after the date of incorporation of the Company. Thereafter, not  
more than 15 months shall elapse between one AGM and the holding of the next.  
17 The business of each AGM shall include:  
17.1 the report by the Chairman on the activities of the Company;  
17.2 the election of Trustees;  
17.3 fixing of annual subscriptions;  
17.4 the report of the independent financial examiner;  
17.5 consideration of the accounts of the Company; and  
17.6 the appointment of the independent financial examiner .  
18 The provisions with regard to EGMs are as follows:  
18.1 all General Meetings, other than AGMs, shall be called Extraordinary General  
Meetings;  
18.2 the Board may convene an EGM whenever it thinks fit; and  
18.3 the Board must convene an EGM within 28 days of a valid requisition. To be  
valid, such requisition must be signed by not less than 10% of the Ordinary  
Members, must clearly state the purposes of the meeting and must be delivered  
to the Registered Office. The requisition may consist of several documents in like  
form each signed by one or more requisitionists.

- 19 Subject to the terms of Articles 68, 69 and 70, the provisions regarding notice of a General Meeting are as follows:
- 19.1 21 clear days' notice at the least shall be given of every General Meeting to each member, Trustee, the Company Secretary and the independent financial examiner;
- 19.2 the notice shall specify the place, the day and the hour of the General Meeting, the general nature of any business and the full text of any Special Resolutions proposed in terms of Article 25;
- 19.3 the accidental omission to give notice of a General Meeting to, or the non-receipt of such notice by, any member, person or organisation entitled to receive notice thereof shall not invalidate any resolution passed at or proceedings of any General Meeting.

#### **CHAIRMAN OF GENERAL MEETINGS**

- 20 The Chairman of the Company, whom failing the Vice-Chairman of the Company (if any), shall act as chairman of each General Meeting. If neither the Chairman nor the Vice-Chairman is present or willing to act as chairman of the meeting within 15 minutes after the time at which the General Meeting in question was due to commence, the Trustees present shall elect from among themselves one of the Elected Trustees who will act as chairman of that meeting.

#### **QUORUM AT GENERAL MEETINGS**

- 21 The quorum for a General Meeting shall be the greater of (a) 8 Ordinary Members or (b) 10% of the Ordinary Members, in either event being present in person. No business shall be dealt with at any General Meeting unless a quorum is present.
- 22 If a quorum is not present within 15 minutes after the time at which the General Meeting was due to commence - or if, during a General Meeting, a quorum ceases to be present - the General Meeting shall stand adjourned to such time, date and place as may be fixed by the chairman of the meeting.

#### **VOTING AT GENERAL MEETINGS**

- 23 The chairman of the meeting shall endeavour to achieve consensus wherever possible but, if necessary, questions arising shall be decided by being put to the vote.
- 24 The provisions regarding voting are as follows:
- 24.1 each Ordinary Member shall have one vote, to be exercised in person by a show of hands (unless a secret ballot is demanded by the chairman of the meeting, or by at least two Ordinary Members present at the meeting and entitled to vote, which may be demanded only before any show of hands takes place and shall be taken immediately at the same meeting, shall be conducted in such a manner as the chairman of the meeting may direct and the result of which shall be declared at the same meeting at which the ballot was demanded and, in that event, the chairman of the meeting shall appoint and instruct tellers, who may cast their own personal votes if Ordinary Members);
- 24.2 Associate and Junior Members shall have no vote;

- 24.3 An Ordinary Member shall be entitled to complete one form of proxy to appoint a proxy to attend a General Meeting on his or her behalf, in respect of which the following apply:
- (a) A proxy need not be a member.
  - (b) A proxy appointed to attend and vote at any meeting instead of an Ordinary Member shall have the same right as the Ordinary Member who appointed him or her to speak at the meeting and to vote thereat.
  - (c) The form appointing the Proxy shall be in the form shown in Appendix 1, or as determined by the Board:
  - (d) The form appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a certified copy thereof shall be lodged at the Registered Office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the form proposes to vote, and in default the instrument of proxy shall not be treated as valid.
  - (e) No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution, unless it expressly states to the contrary, in which event it shall be treated as valid until rescinded by the granter in writing at the Registered Office.
  - (f) A vote given in accordance with the terms of a form of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the Registered Office before the commencement of the meeting or adjourned meeting at which the proxy is used (not having been deliberately withheld).
- 24.4 in the event of an equal number of votes for and against any resolution, the chairman of the meeting shall have a casting vote as well as any deliberative vote, but only if they are also an Elected Trustee.
- 25 At any General Meeting a resolution put to the vote of the meeting shall be voted upon by a simple majority of the Ordinary Members who are present and voting thereon, except for decisions relating to any of the following Special Resolutions, which shall require to be decided upon by not less than 75% of the Ordinary Members present and voting thereon (no account therefore being taken of members who abstain from voting or who are absent from the meeting), namely:
- 25.1 to alter the name of the Company; or
  - 25.2 to amend the Purposes; or
  - 25.3 to amend these Articles (subject to Article 72); or
  - 25.4 to wind up of the Trust in terms of Article 73.1 to 73.4; or
  - 25.5 all other Special Resolutions.
- 26 A resolution in writing signed by or on behalf of all or a sufficient majority of the Ordinary Members (as specified in terms of Article 25) shall be as valid and effective as if the same had been passed at a General Meeting of the Company duly convened and held. Such resolution may consist of several documents in the same form, each signed by or on behalf of one or more Ordinary Members.
- 27 The chairman of the General Meeting may, with the consent of a majority of the Ordinary Members present and voting thereat, adjourn the General Meeting to such time, date and place as he or she may determine.

## **APPOINTMENT OF TRUSTEES**

28 The affairs, property and funds of the Company shall be directed and managed  
by a Board of Trustees. The Board may exercise all such powers of the Company,  
and may on behalf of the Company do all acts as may be exercised and done by  
the Company, other than those required to be exercised or done by the Ordinary  
Members in a General Meeting, and subject always to these Articles and to the  
provisions of the Act.

29 The number of Trustees shall be not less than five. Unless otherwise determined  
by special resolution at a General Meeting (but not retrospectively) the number of  
Trustees shall be no more than 15.

### **Interim Board**

30 Upon incorporation of the Company, the following applies with regard to the  
Interim Board of Trustees:

30.1 The Subscribers (all of whom must be Ordinary Members), and any one or more  
individual persons whom they choose to co-opt as Co-opted Trustees in terms of  
Article 35, shall comprise the Interim Board.

30.2 The Interim Board shall remain in office until the first General Meeting of the  
Company, to be held as soon as practicable after incorporation, at which time  
each Trustee on the Interim Board shall retire, but shall if each wishes remain  
eligible for election thereat (without the period of office between the date of  
incorporation and the first General Meeting counting as a term of office for the  
purposes of Article 33.4).

31 Employees of the Company may not be nominated as or become Trustees.  
Employees of subsidiary companies are not excluded from being nominated as or  
becoming Trustees.

### **Composition of the Board of Trustees**

32 From and after the first General Meeting of the Company, the Board shall  
comprise the following individual persons (a majority of whom shall always be  
Elected Trustees), namely:

32.1 up to nine individual persons elected as Trustees by the Ordinary Members in  
terms of Article 33 ("the Elected Trustees"), who must themselves be Ordinary  
Members; and

32.2 up to one individual person appointed by Tayport Community Council, 65  
Ogilivy Street, Tayport DD6 9NG or is successor in terms of Article 34 ("the  
Appointed Trustees"); and

32.3 up to five individual persons co-opted in terms of Article 35 ("the Co-opted  
Trustees"), so as to ensure a spread of skills and experience within the Board;

32.4 who shall meet as often as necessary to despatch all business of the Company as  
specified in the Articles and particularly with reference to the restrictions in the  
quorum for Board meetings specified in Articles 45 and 46.

### **Elected Trustees**

33 At the first General Meeting held in terms of Articles 30.2 and 32, the Ordinary  
Members shall elect up to six Elected Trustees, in respect of which the following  
shall apply:

- 33.1 provided that the first General Meeting in terms of Article 30.2 is held before the first AGM, there shall be no change in or election of Trustees at the first AGM (except to the extent of filling any vacancies in the Board left over after the first General Meeting or caused by any retirements since);
- 33.2 at the second and each subsequent AGM, one-third of the Elected Trustees (or the nearest number upwards) shall retire from office;
- 33.3 a retiring Elected Trustee shall retain office until the close or adjournment of the meeting;
- 33.4 a retiring Trustee shall be eligible for re-election after one term of office;
- 33.5 if no other Trustee has or Trustees have decided or agreed to retire, the Elected Trustees to retire at each AGM shall be those who have been longest in office since their last election but, as between persons who were elected or last re-elected Trustees on the same day, the one or ones to retire shall (unless they otherwise agree amongst themselves) be determined by lot;
- 33.6 nomination of any Elected Trustee, who shall himself or herself be (or be eligible to become) an Ordinary Member, shall be in writing by not less than any two Ordinary Members delivered to the Registered Office not less than 7 days prior to the date of the AGM in question and wherein the nominee shall confirm his or her willingness to act as an Elected Trustee if elected; and
- 33.7 election of any Elected Trustee shall be by vote of the Ordinary Members, each Ordinary Member having one vote for each vacancy in the Elected Trustees on the Board.

#### **Appointed Trustees**

- 34 Subject to Article 32, up to one individual may be appointed by Tayport Community Council, in respect of which the following shall apply:
- 34.1 on receipt of the Notice for each AGM of the Company, including the first General Meeting held after incorporation, the said Tayport Community Council (or its successors) intimate the Trustee being appointed by it at the AGM, by written notice delivered to the Registered Office not less than 2 days before the start of the meeting, failing which any Trustee previously appointed by it shall remain in office; and
- 34.2 Tayport Community Council (or its successors) may appoint or remove its appointed Trustee at any time, by written notice to that effect delivered to the Registered Office not less than 2 days before the meeting at which the change is to take effect.

#### **Co-opted Trustees**

- 35 Subject to Article 32, up to five individuals may be co-opted from time to time by the Board of Trustees itself, as follows:
- 35.1 subject to Article 35.3, a Co-opted Trustee shall serve until the next AGM after his or her co-option;
- 35.2 a Co-opted Trustee can be re-co-opted at such next AGM;
- 35.3 a Co-opted Trustee can be removed from office at any time by a simple majority of the Board; and
- 35.4 for the avoidance of doubt, a Co-opted Trustee may participate fully in and vote at all Board meetings which he or she attends.
- 36 The Board may from time to time fill any casual vacancy arising as a result of the retirement (or deemed retirement for any reason) of any Elected Trustee from or after the date of such retirement or deemed retirement until the next AGM.

- 37 The Junior Members shall at each AGM select one of their own number, aged from 12 to 15 years inclusive, to act as the Junior representative, who will not be a Trustee but who will be entitled to attend all Board meetings (without a vote) to put forward the views and interests of young people in the Community.
- 38 The Board shall ensure that a Register of Trustees is maintained, which sets out the full details of each Trustee as required for all registration purposes, including the date and type of appointment and the date of retiral.

#### **RETIRAL OF TRUSTEES**

- 39 A Trustee shall retire or be deemed to retire if:
- 39.1 being an Elected Trustee, he or she ceases to be an Ordinary Member in terms of either Articles 8.1 or 15;
- 39.2 he or she becomes prohibited from being either (i) a charity trustee by virtue of section 69(2) of the Charities Act or (ii) a Director of a limited company by reason of any order made under the Company Directors Disqualification Act 1986, and every statutory modification and re-enactment thereof for the time being in force; or
- 39.3 in terms of section 66(5) of the Charities Act, he or she is considered by the Board to have been in serious or persistent breach of either or both of the duties listed in sections 66(1) and 66(2) of the Charities Act; or
- 39.4 he or she is employed by or holds any office of profit under the Company (except where the provisions of Article 41.3.2 apply); or
- 39.5 he or she becomes incapable for medical reasons of fulfilling the duties of a Trustee and such incapacity, as certified (if necessary) by two medical practitioners, is expected to continue for a period of more than six months from the date or later date of such certification; or
- 39.6 he or she is absent (without permission of the Board) from more than three consecutive meetings of the Board, and the Board resolves to remove him or her from office; or
- 39.7 by written notice to the Registered Office, he or she resigns as a Trustee.

#### **CHAIRMAN, VICE-CHAIRMAN AND TREASURER**

- 40 The Board shall meet as soon as practicable immediately after each AGM to appoint a Chairman, a Vice-Chairman and a Treasurer, from the Trustees (the majority of whom must be Ordinary Members).

#### **CONSTRAINTS ON PAYMENTS/BENEFITS TO MEMBERS AND TRUSTEES**

- 41 The income and property of the Company shall be applied solely towards promoting the Purposes and do not belong to the members. Any surplus income or assets of the Company are to be applied for the benefit of the Community.
- 41.1 No part of the income or property of the Company shall be paid or transferred (directly or indirectly) to the members of the Company, or to any other individual, whether by way of dividend, bonus or otherwise, except in the circumstances provided for in Article 41.3.
- 41.2 No Trustee shall be appointed as a paid employee of the Company, but may be employed as a member of a subsidiary company.

- 41.3 No benefit (whether in money or in kind) shall be given by the Company to any member or Trustee except the possibility of:
- 41.3.1 repayment of out-of-pocket expenses to Trustees (subject to prior agreement by the Board of Trustees); or
  - 41.3.2 reasonable remuneration to any member or Trustee in return for specific services actually rendered to the Company (not being of a management nature normally carried out by a Trustee of a company); or
  - 41.3.3 payment of interest at a rate not exceeding the commercial rate on money lent to the Company by any member or Trustee; or
  - 41.3.4 payment of rent at a rate not exceeding the open market rent for property let to the Company by any member or Trustee; or
  - 41.3.5 the purchase of property from any member or Trustee provided that such purchase is at or below market value or the sale of property to any member or Trustee provided that such sale is at or above market value; or
  - 41.3.6 payment by way of any indemnity, where appropriate;
- in any such event the terms of Articles 42 to 44 shall specifically apply.

#### **PERSONAL INTERESTS**

- 42 Any Trustee and/or employee who has a personal interest in any prospective or actual contract or other arrangement with the Company must declare that interest either generally to the Board or specifically to any relevant meeting of the Company. A personal interest includes not only the interest of the Trustee or employee in question, but also his or her partner, close relative or business associate, or any firm of which he is a partner or employee, or any limited company of which he is a Trustee, employee or shareholder of more than 5% of the equity.
- 43 Additionally, the Board may resolve at any time to require all Trustees and employees to deliver a Notice of Relevant Interests to the Registered Office, as they arise and at least annually. In that event, the Board shall determine from time to time what interests shall be relevant interests and shall ensure that a Register of Notices of Relevant Interests is maintained, which shall be open for inspection by both the Board and members of the Trust and, with the express prior written approval of the Trustee or employee concerned, by members of the public.
- 44 Whenever a Trustee finds that there is a personal interest, as defined in Article 40, he or she has a duty to declare this to the Board meeting in question. It will be up to the chairman of the meeting in question to determine:
- 44.1 whether the potential or real conflict simply be noted in the Minutes of any relevant meeting, or
  - 44.2 whether the Trustee in question, whilst being permitted to remain in the meeting in question, must not partake in discussions or decisions relating to such matter, or
  - 44.3 whether the Trustee in question should be required to be absent during that particular element of the meeting and, in terms of Articles 45 and 46, where a Trustee leaves, or is required to leave, the meeting he or she no longer forms part of the quorum thereat.

## **QUORUM AT BOARD MEETINGS**

45 The quorum for Board meetings shall be not less than 50% of all the Trustees,  
provided that the Elected Trustees are always in the majority at any Board  
meeting. No business shall be dealt with at a Board meeting unless such a  
quorum is present.

46 A Trustee shall not be counted in the quorum at a meeting (or at least the  
relevant part thereof) in relation to a resolution on which, whether because of  
personal interest or otherwise, he or she is not entitled to vote.

## **MEETINGS OF THE BOARD OF TRUSTEES**

47 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.

48 Not less than 14 clear days' notice in writing shall be given of any meeting of the  
Board at which a decision in relation to any of the matters referred to in Article  
25 is to be made, which notice shall be accompanied by an agenda and any  
papers relevant to the matter to be decided. All other Board meetings shall  
require not less than 7 days' prior notice, unless all Trustees agree unanimously  
in writing to dispense with such notice on any specific occasion.

49 A Trustee may, and on the request of a Trustee the Company Secretary shall  
summon a meeting of the Board by notice served upon all Trustees, to take place  
at a reasonably convenient time and date.

51 The Chairman, whom failing the Vice-Chairman, shall be entitled to preside as  
chairman of all Board meetings at which he or she is present. If at any meeting  
neither the Chairman nor the Vice-Chairman is present and willing to act as  
chairman of the meeting within 15 minutes after the time appointed for holding  
the meeting, the remaining Trustees may appoint one of the Elected Trustees to  
be chairman of the Board meeting, which failing the meeting shall be adjourned  
until a time and date when the Chairman or Vice-Chairman will be available.

52 The chairman of the Board meeting shall endeavour to achieve consensus  
wherever possible but, if necessary, questions arising shall be decided by being  
put to the vote, on a show of hands only, each Trustee present having one vote.  
In the event of an equal number of votes for and against any resolution at a  
Board meeting, the chairman of the meeting shall have a casting vote as well as a  
deliberative vote, but only if they are also an Elected Trustee.

53 The Board may delegate any of its powers to sub-committees, each consisting of  
not less than one Trustee and such other person or persons as it thinks fit or  
which it delegates to the committee to appoint. Any sub-committee so formed  
shall, in the exercise of the powers so delegated, conform to any remit and  
regulations imposed on it by the Board. The meetings and proceedings of any  
such sub-committee shall be governed by the provisions of these Articles for  
regulating the meetings and proceedings of the Board so far as applicable and so  
far as the same shall not be superseded by any regulations made by the Board.  
Such sub-committee shall regularly and promptly circulate, or ensure the regular  
and prompt circulation of, the minutes of its meetings to all Trustees.

- 54 The Board shall cause minutes to be made of all appointments of officers made by it and of the proceedings of all General Meetings and of all Board meetings and of sub-committees, including the names of those present, and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed after approval, either by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
- 54.1 Subject to Article 54, the Trust, upon request of any person for a copy of any minutes must, if the request is reasonable, give the person within 28 days of the request a copy of the requested minutes.
- 54.2 Where such request is received under Article 54.1 the Trust:  
(a) may withhold information contained in the minutes, and  
(b) if it does so, must inform the person requesting a copy of the minutes of its reason for doing so.
- 55 No alteration of the Articles and no direction given by Special Resolution shall invalidate any prior act of the Board which would have been valid if that alteration had not been made or that direction had not been given.
- 56 A resolution in writing (whether one single document signed by all or a sufficient majority of the Trustees, or all or a sufficient majority of the members of any sub-committee), whether in one or several documents in the same form each signed by one or more Trustees or members of any relative sub-committee as appropriate, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such sub-committee duly convened and constituted.
- 57 The Board may act notwithstanding any vacancy in it, but where the number of Trustees falls below the minimum number specified in Article 29, it may not conduct any business other than to appoint sufficient Trustees to match or exceed that minimum.
- 58 The Board may invite or allow any person to attend and speak, but not to vote, at any meeting of the Board or of its sub-committees.
- 59 The Board may from time to time promulgate, review and amend any Ancillary Regulations, Guidelines and/or Policies, subordinate at all times to these Articles, as it deems necessary and appropriate to provide additional explanation, guidance and governance to members.

#### **HONORARY PATRON(S)**

- 60 The Ordinary Members in General Meeting may, on a proposal from the Board, agree to the appointment of one or more Honorary Patrons of the Company, who would be appointed either for such fixed period as the Ordinary Members determine or for an unspecified period until such appointment be terminated by them. The Honorary Patron or Patrons are entitled to notice of all General Meetings and to attend and contribute to discussion but not vote thereat.

#### **FINANCES**

- 61 The banking account or accounts of the Company shall be kept in such bank or building society and/or banks or building societies as the Board shall from time to time by resolution determine.

62 All cheques and other negotiable instruments, and all receipts for monies paid to  
the Company, shall be signed, drawn, accepted, endorsed or otherwise executed,  
as the case may be, in such manner as the Board shall from time to time by  
resolution determine.

63 The Board shall ensure that all funds and assets of the Company are applied  
towards achieving the Purposes.

### **ACCOUNTS**

64 The Board shall cause accounting records to be kept in accordance with the  
requirements of the Act and other relevant regulations.

65 The accounting records shall be maintained by the Treasurer and overseen as  
determined by the Board, or otherwise by, or as determined by, the Board. Such  
records shall be kept at such place or places as the Board thinks fit and shall  
always be open to the inspection of the Trustees.

66 The accounts of the Company shall be prepared in full compliance with the  
provisions contained in both the Act and the Land Reform Act. The Board shall  
ensure that an audit of the accounts is carried out by an auditor, an audit (within  
the meaning of the Act) shall not be required in a case where the Company is  
exempt (under the Act) from the arrangement to have an audit, if and to the  
extent that proper arrangements for the auditing of the Company's accounts are  
made in a manner which satisfies the requirements of the Act and section 34(1)(f)  
of the Land Reform Act, by a company auditor (as defined by the Act). Any such  
auditor shall be appointed for this task by the Board on the direction of members  
in General Meeting.

67 At each AGM, the Board shall provide the members with a copy of the accounts  
for the period since the last preceding accounting reference date or (in the case of  
the first account since the incorporation of the Company). The accounts shall be  
accompanied by proper reports of the Board and the auditor. Copies of such  
accounts shall, not less than 21 clear days before the date of the General Meeting  
at which they fall to be approved, be delivered or sent to all members, Trustees,  
the Company Secretary and the auditor, or otherwise be available for inspection  
on the website of the Company (with all members, Trustees, the Company  
Secretary and the auditor being made aware that they are so available for  
inspection there).

### **NOTICES**

68 A notice may be served by the Company upon any member, either personally or  
by sending it by post, fax, e-mail or other appropriate electronic means,  
addressed to such member at his or her or its address as appearing in the  
Register of Members.

69 Any notice, whether served by post or otherwise, shall be deemed to have been  
served on the day following that on which the letter containing the same is put  
into the post or is otherwise despatched.

70 The business of the Company and all its correspondence with and notification to or from members may be conducted equally validly and effectively if transmitted by fax, e-mail or other appropriate electronic means (except where a member specifically requests all such correspondence and notification by post) or otherwise if publicised on the website of the company (where the Company has advised each member of this and has taken due steps to notify by other reasonable means all other members who state that they do not have access to the Internet).

#### **INDEMNITY**

71 Subject to the terms of the Companies Act and without prejudice to any other indemnity, the Trustees, or member of any sub-committee, the Company Secretary, Treasurer and all employees of the Trust shall be indemnified out of the funds of the Company against any loss or liability (including the costs of defending successfully any court proceedings) which he, she or they may respectively incur or sustain, in connection with or on behalf of the Company and each of them shall be chargeable only for so much money as he or she may actually receive and they shall not be answerable for the acts, receipts, neglects or defaults of each other, but each of them for his or her own acts, receipts, neglects or defaults only.

#### **ALTERATION TO THE ARTICLES**

- 72 Any alteration to these Articles may be made only upon the following conditions:
- 72.1 upon the decision of not less than 75% of the Ordinary Members present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose in terms of Article 25;
- 72.2 any changes to the purposes are subject to written consent being obtained from the Office of the Scottish Charity Regulator (and its successors) in terms of Section 16 of the Charities Act;
- 72.3 notifying the Office of the Scottish Charity Regulator (and its successors) of any other changes to the Articles not covered under Article 72.2 (i.e. not related to purposes) in terms of Section 17 of the Charities Act.
- 72.4 notifying the Scottish Ministers of any alterations to the Articles under Section 35(1) of the Land Reform Act

#### **DISSOLUTION**

73.1 The winding-up of the Company may take place only on the decision of not less than 75% of its Ordinary Members who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose.

- 73.2 If, on the winding-up of the Company, any property remains, after satisfaction of all its debts and liabilities, such property (including any land acquired by it in terms of the Land Reform Act) shall be given or transferred to such other:
- (a) community body or bodies; or
  - (b) crofting Community body or bodies; or
  - (c) Part 3A Community Body or bodies  
as may be:
    - (i) determined by not less than 75% of the Ordinary Members of the Company who are present and voting at a General Meeting called specifically (but not necessarily exclusively) for the purpose;
    - (ii) if the Company is a charity, approved by the Office of the Scottish Charity Regulator (and its successors); and
    - (iii) approved thereafter by the Scottish Ministers.

under declaration that, if the Company is a charity at or before the time of its winding up, then the community body or bodies or crofting Community body or bodies or Part 3A Community body or bodies referred to above must also be a charity or charities.

- 73.3 If no such community body or bodies or crofting Community body or bodies or Part 3A Community body or bodies is determined by the Ordinary Members and approved by the Scottish Ministers in terms of Article 73.2, such property referred to in Article 73.2 shall, if not charitable, be transferred to the Scottish Ministers or, if charitable, to such charity or charities as the Scottish Ministers may direct.

73.4 In Article 73:

- (a) "community body" has the meaning ascribed to it in Sections 34 of the Land Reform Act
- (b) "crofting Community body" has the meaning ascribed to it under Section 71 of the Land Reform Act
- (c) "Charity" has the meaning ascribed to it under Section 34(8) of the Land Reform Act  
"Part 3A Community Body" has the meaning ascribed to it under Section 74 of the Community Empowerment (Scotland) Act 2015.

#### **LIMIT OF LIABILITY**

74.1 The liability of all members of the Trust is limited.

74.2 Every member of the Trust undertakes to contribute such amount as may be required (not exceeding £1) to the property of the Company if it should be wound up whilst he, she or it is a member or within one year after he, she or it ceases to be a member (for whatever reason), for payment of its debts and liabilities contracted before he, she or it ceases to be a member, and of the costs, charges and expenses of winding up.

- Schedule 1 Powers, in terms of Article 5**
- Schedule 2 Form of Proxy**

**Schedule 1**  
**Powers Available to the Company**

1 Further to Article 5, the Company shall have the following powers, but only in furtherance of the Purposes (and wherein reference to “**property**” means any property, assets or rights, heritable or moveable, wherever situated) and declaring that the order in which these Powers are listed or the terms of the sub-headings are of no significance in terms of their respective priority which shall be deemed to be equal, namely:

**General**

2.1 To encourage and develop a spirit of voluntary or other commitment by, or co-operation with, individuals, unincorporated associations, societies, federations, partnerships, corporate bodies, agencies, undertakings, local authorities, unions, co-operatives, trusts and others and any groups or groupings thereof willing to assist the Company to achieve the Purposes.

2.2 To promote and carry out research, surveys and investigations and to promote, develop and manage initiatives, projects and programmes.

2.3 To provide advice, consultancy, training, tuition, expertise and assistance.

2.4 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 other publications, tapes, motion and still pictures, music and drama and other materials, all in any medium.

**Property**

3.1 To register an interest in land and to exercise the right to buy under Part 2 or Part 3A of the Land Reform (Scotland) Act 2003 including any statutory amendment or re-enactment thereof for the time being in force (“**the Land Reform Act**”).

3.2 To purchase, take on lease, hire, or otherwise acquire any property suitable for the Company and to construct, convert, improve, develop, conserve, maintain, alter and demolish any buildings or erections whether of a permanent or temporary nature, and manage and operate or arrange for the professional or other appropriate management and operation of the Company's property.

3.3 To sell, let, hire, license, give in exchange and otherwise dispose of all or any part of the property of the Company.

3.4 To establish and administer a building fund or funds or guarantee fund or funds or endowment fund or funds.

**Employment**

4.1 To employ, contract with, train and pay such staff (whether employed or self-employed) as are considered appropriate for the proper conduct of the activities of the Company.

**Funding and Financial**

5.1 To take such steps as may be deemed appropriate for the purpose of raising funds for the activities of the Company.

5.2 To accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust.

- 5.3 To borrow or raise money for the Purposes and to give security in support of any such borrowings by the Trust and/or in support of any obligations undertaken by the Company.
- 5.4 To set aside funds not immediately required as a reserve or for specific purposes.
- 5.5 To invest any funds which are not immediately required for the activities of the Company in such investments as may be considered appropriate, which may be held in the name of a nominee company under the instructions of the Board of Trustees, and to dispose of, and vary, such investments.
- 5.6 To make grants or loans of money and to give guarantees.
- Development**
- 6.1 To establish, manage and/or support any other charitable organisation, and to make donations for any charitable purpose falling within the Purposes.
- 6.2 To establish, operate and administer and/or otherwise acquire any separate trading company or association, whether charitable or not.
- 6.3 To enter into any arrangement with any organisation, government or authority which may be advantageous for the purposes of the activities of the Company and to enter into any arrangement for co-operation, mutual assistance, or sharing profit with any charitable organisation.
- 6.4 To enter into contracts to provide services to or on behalf of others.
- Insurance and Protection**
- 7.1 To effect insurance of all kinds (which may include indemnity insurance in respect of Trustees and employees).
- 7.2 To oppose, or object to, any application or proceedings which may prejudice the interests of the Company.
- Ancillary**
- 8.1 To pay the costs of forming the Trust and its subsequent development.
- 8.2 To carry out the Purposes as principal, agent, contractor, trustee or in any other capacity.
- 8.3 To do anything which may be incidental or conducive to the Purposes so long as these are charitable.

# Tayport Community Trust

A Scottish Guarantee Company (number SC350253)

Scottish Charity number SC0442558

Registered Office: 10, Broad Street, Tayport, DD6 9AJ

## Form of Proxy

I/WE .....

of .....

being an Ordinary Member of the above Guarantee Company Hereby APPOINT

.....

of .....

or/whom failing the Chairman of the Extraordinary General Meeting of the Company as

my/our proxy to vote for me/us on my/our behalf at the Extraordinary General Meeting of the

above Company to be held on Friday 8<sup>th</sup> June, 2018 and at any adjournment thereof.

This form is to be used in favour of/against the resolution\*

(\*Please circle your chosen option above as appropriate)

Signed this ..... day of ..... 20.....

Signature of Member .....

### Note

1. To be valid, this Proxy must be completed, signed and lodged at The Harbour Café, 10 Broad Street, Tayport, DD6 9AJ not less than 48 hours before the time of the above Meeting.
2. You must be an ordinary member of the Company at the time of signing the Proxy.
3. Your Proxy does not need to be a member of the Company.