

LINLITHGOW CIVIC TRUST

CONSTITUTION

- Name** The name of the society shall be the Linlithgow Civic Trust, referred to hereinafter as the Trust
- Objects** The objects of the Trust shall be to promote and encourage the following subjects by charitable means but not otherwise
1. To stimulate public interest in, and care for, the beauty, history and character of Linlithgow and its surroundings
 2. To encourage high standards of architecture and town planning in Linlithgow and district
 3. To pursue these ends by means of meetings, exhibitions, lectures, conferences, publications, publicity and the promotion of schemes of a charitable nature
 4. To encourage others and undertake practical and physical works to enhance the beauty and character of Linlithgow, including inter alia the installation and maintenance of floral displays and planting schemes; the removal of litter and rubbish; and the clearance and upgrading of untidy areas - whether or not in partnership with other organisations and individuals as the Executive Committee or delegated authority thinks fit.
- Membership** Membership shall be open to all who are interested in the Objects of the Trust. The categories of Full Membership shall be Ordinary Membership, Family Membership, Senior Citizen Membership and Life Membership
- Membership shall lapse if the subscription is unpaid six months after notification that it is due
- The Full Members, in General Meeting, may elect Honorary Life Members who shall be nominated by the Executive Committee in recognition of services provided to the Trust
- There shall be a further membership category of Volunteer Membership. This category will apply to persons registered and recorded as assisting campaigns through practical assistance in return for which no monetary fee will be charged. This form of membership will not count as Full Membership of the Trust and will not give entitlement to become a member of the Executive Committee nor any Sub Committee. Neither will there be entitlement to receive Trust Newsletters, General Meeting papers, or to have voting rights at any Trust Meeting.
- Subscriptions** The subscription rates shall be reviewed and agreed at the Annual General Meeting of the Trust
- Officers** The officers of the Trust shall consist of Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer - all of whom must be Full Members of the Trust. All Officers, except the Chair, shall relinquish their office every year. Nominations for the election of officers shall be made before the Annual General Meeting, in writing, supported by a seconder, the consent of the proposed nominee having first been obtained.
- The term of office for Chair shall be two years which may be extended for a further term of two years on re-election. The Chair shall not be eligible for a third consecutive term.
- The Members, in General Meeting, may elect an Honorary President and/or an Honorary Vice President, who shall be nominated by the Executive Committee. Such officers shall hold office for life, or until they resign their office by giving written intimation.
- Executive Committee** The Executive Committee shall consist of the Officers and not more than twenty (20) further Full Members, all of whom (except the Chair) shall relinquish their office every year but shall be eligible for re-election at the Annual General Meeting of the Trust.

The Executive Committee shall be responsible for running the affairs of the Trust and may take decisions on its behalf. A quorum for meetings of the Executive Committee shall consist of not less than half its members

Nominations for election to the Executive Committee shall be made before the Annual General Meeting, in writing to the Secretary, or at the Annual General Meeting, supported by a seconder, and the consent of the proposed nominee must have been obtained. If nominations exceed the number of vacancies, a ballot shall take place.

The Executive Committee shall have power to co-opt Full Members to fill vacancies that arise and to co-opt further members (who shall attend in an advisory and non-voting capacity). The Honorary President and Vice President may attend meetings of the Executive Committee, but may not vote at such meetings.

Meetings An Annual General Meeting shall be held in the early part of each year to receive the Executive Committee's report and audited accounts, and to elect Officers and members of the Executive Committee.

The Executive Committee shall decide when Ordinary Meetings of the Trust shall be held.

Special General Meetings of the Trust shall be held at the request of fifteen (15) or more Full Members, in writing to the Secretary, including notice of the matters to be discussed. On receipt of such a request, the Secretary shall convene a Special General Meeting within 28 days.

For all Meetings of the Trust, at least seven (7) days' notice shall be given to all Full Members by mail sent to their last known address.

Fifteen (15) Full Members personally present shall constitute a quorum for a Meeting of the Trust.

Sub Committees Sub Committees may be established by the Executive Committee from time to time to deal with specific matters in pursuance of the Trust's Objects.

The Executive Committee shall have the power to draw up Standing Orders relating to the conduct of Sub Committees, including their composition and powers, and to amend such Standing Orders and Remits from time to time and to wind up Sub Committees if they are deemed to be no longer required.

All members of Sub Committees shall be Full Members of the Trust.

Expenses of Administration The Executive Committee shall, out of the monies received by the Trust, pay all proper expenses of administration and management of the Trust and shall use the residue of such monies as it thinks fit for or towards the Objects of the Trust.

Investment All monies at any time belonging to the Trust and not required for immediate application for its Objects may be invested by the Executive Committee upon such investments, securities or property as it may think fit.

Amendments The Constitution may be amended by a two-thirds majority of Full Members present at an Annual or Special General Meeting, provided that seven (7) days' notice of the proposed amendment has been sent to all Full Members, and provided that nothing herein contained shall authorise any amendment permitting the expenditure of funds of the Trust on any object which is not charitable.

Winding Up In the event of the winding up of the Trust, the available funds of the Trust shall be transferred to such one or more charitable bodies, having objects similar to those herein before declared, as may be chosen by the Executive Committee.

Amended: As approved at the AGM on 18th April 2009.