



QUEENSFERRY HERITAGE TRUST

CONSTITUTION

1. NAME

The name of the Trust shall be QUEENSFERRY HERITAGE TRUST

2. OBJECTS

The purpose of the Trust shall be to advance greater public knowledge, understanding and appreciation of the heritage of Queensferry and to encourage the protection and improvement of the Queensferry Conservation area and its environs, for future generations.

3. AIMS

- a) To stimulate public interest in and care for, the beauty, history and character of Queensferry and its surroundings through the promotion of public meetings and the publication of leaflets and other printed or electronically generated information on topics related to conservation, local history and the environment.
- b) To encourage the preservation, development and improvement of features of general public amenity or historic interest through the generation of information about such buildings and spaces and their importance to the history and infrastructure of the town.
- c) To encourage high standards of architecture and town and country planning within the Queensferry conservation area and its environs through consultation and collaboration with the City of Edinburgh Council, relevant government departments and agencies and independent heritage bodies such as the Cockburn Association.
- d) To seek to enhance the infrastructure of Queensferry and safeguard the quality of life of the inhabitants within the Conservation Area, as defined in the Queensferry Conservation area Character Appraisal (City of Edinburgh Council publication 2014)
- e) To pursue these ends through research, the dissemination of information and exchange of ideas within the community, by means of aforesaid meeting and collaboration with other organisations sharing similar objects.

4. MEMBERSHIP

Membership shall be open to all residents of Queensferry, within the terms of the Equality Act 2010, regardless of age, disability, sex, sexual orientation, race, religion gender reassignment or pregnancy and maternity who are interested in the aims of the Trust.

Subscriptions shall be as determined by the Executive Committee, subject to confirmation by a two-thirds majority of those members present at an Annual General Meeting. Membership shall lapse if the subscription is unpaid six months after notification that it is due.

5. MEETINGS

An Annual General Meeting shall be held in or about March of each year to receive the Executive Committee's report and audited accounts and to elect Officers and Members of the Committee. The Committee shall decide when ordinary meetings of the Association shall be held; a Special General Meeting of the Trust shall be held on the written request of twenty or more members and at least ten days notice shall be given of such meeting. Twenty members personally present shall constitute a quorum for a General Meeting of the Trust

6. OFFICERS

Nomination for the election of officers shall be made at or before the Annual General Meeting. These shall be supported by a seconder, and the consent of the proposed nominee must first have been obtained. In the event of more than one nomination for any one office a ballot shall take place. In the event of a draw the Chairman will have a casting vote. The election of officers shall be completed prior to the election of further Committee members. The officers of the Trust shall consist of :

Chairman
Vice-Chairman
Honorary Secretary
Honorary Treasurer

7. COMMITTEE

The Executive Committee shall consist of the Officers and not more than twelve ordinary members. The Committee shall have power to co-opt further members (who shall attend in an advisory and non-voting capacity). All committee members including the office bearers will stand down every year but will be eligible for re-election at the Annual General Meeting. Nominations for election to the Executive Committee shall be made at or before the Annual General Meeting. These shall be supported by a seconder, and the consent of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place.

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 six members including at least one office-bearer.

8. CHAIRMAN

The Chairman, or in his absence, the Vice-Chairman or agreed other member shall take the chair at all meetings. The Chairman of any meeting shall have a casting vote.

9. SECRETARY

The Honorary Secretary shall present an agenda for meetings, and keep a proper record of, all matters arising at General or Committee meetings and shall initiate such action as may be necessary to carry out resolutions that have been made.

10. TREASURER

The Honorary Treasurer shall be responsible for the proper keeping of all books and accounts for submission to Auditors and presentation at the Annual General Meeting. Further the Honorary Treasurer shall be responsible for submitting annual returns and any other reports as may be required by of the Office of the Scottish Charity Register (OSCR)

11. FUNDS

The Executive Committee shall instruct the Honorary Treasurer to pay, out of the monies received by the Trust, 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.

12. INVESTMENT

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

13. APPEALS

The Executive Committee shall have power to make appeals, solicit donations and canvas monies for carrying out the objectives of the Trust.

14. AMENDMENT OF CONSTITUTION

The constitution may be amended by a two-thirds majority of members present at an Annual or Special General Meeting, provided that ten days notice has been received by the Honorary Secretary of the proposed amendment in order that he may intimate it in the agenda for the said meeting, provided that nothing herein contained shall authorise any amendment permitting the expenditure of funds of the Trust on any object which is not charitable.

15. ASSETS LOCK

None of the Trust's assets may be distributed or otherwise applied (on being wound up, or at any other time) except to further its charitable purposes.

16. WINDING-UP

If on the winding-up of the Trust, and property remains after the satisfaction of all debts and liabilities; such property shall not be paid to or distributed among the members of the Trust; That property shall instead be transferred to some other charity or charities (whether incorporated or unincorporated) whose objects are similar (wholly or partly) to the objects of the Trust.

Adopted 20 April 2015.

