



## Kingdom Abuse Survivors Project

Supporting Survivors of Childhood Sexual Abuse  
in Fife

# Constitution

### **1 NAME**

The name of the organisation shall be Kingdom Abuse Survivors' Project (hereinafter referred to as 'the project').

### **2 AIMS AND OBJECTIVES**

The aims and objectives of the Project shall be to advance the education and relieve the suffering and distress of adult survivors of childhood sexual abuse. In furtherance thereof:-

We will establish services which consist of counselling, support, groups, advocacy, drop in, library, help-line and support to partners and families for survivors. In addition we will offer training and talks and act as a specialist resource to other social and health care professionals requiring information and advice.

### **3 POWERS**

In furtherance of the above objects, the Project may do all such lawful activities in pursuit of these aims.

### **4 MEMBERSHIP**

4.1 Membership of the Project shall be open to all individuals over 16 years old and other organisations that are interested in furthering the aims of the Project.

4.2 Each member organisation shall appoint an individual person to represent it and vote on its behalf at general meetings of the Project. In the event of the person resigning or otherwise leaving the organisation she shall cease to be their representative.

4.3 Each member organisation may appoint a deputy to replace its appointed representative if the latter is unable to attend any particular meeting of the Project.

4.4 The Management Committee shall consider any application for membership at the just management committee meeting after an application has been received.

4.5 The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual or organisation. The individual member or organisation concerned shall have the right to be heard by the Management Committee and / or the full membership before a final decision is taken.

## **5 MANAGEMENT COMMITTEE**

- 5.1 The affairs of the Project shall be managed by a committee of 11 people, which shall meet not less than six times a year.
- 5.2 In addition there will be one member of the Project's staff in an ex-officio capacity, who shall have no voting rights.
- 5.3 The Management Committee may co-opt up to three further committee members who shall serve until the conclusion of the next Annual General Meeting. Co-opted members shall be entitled to vote at meetings of the committee.
- 5.4 At the Annual General Meeting all members of the committee will retire but will be eligible for re-election unless they have less than 75% attendance record (unless with good reason for absence).
- 5.5 In the event of casual vacancies on the Committee, the Management Committee shall determine whether or not to ballot the membership to fill that or those vacancies. Where it is determined not to ballot the membership, the Management Committee may fill the vacancies.
- 5.6 The proceedings of the Management Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- 5.7 The Management Committee may appoint such special or standing committees or sub-committees as may be considered necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing or sub-committees shall be reported back to the Management Committee as soon as possible.

## **6 MEETINGS OF THE PROJECT**

- 6.1 There will be an Annual General Meeting of the Project to be convened by the Management Committee in September each year.
- 6.2 At the Annual General Meeting the business shall include: -
  - Consideration of reports submitted by the Management Committee on the Project's activities, including a financial report and approval of the examined accounts.
  - Election of Management Committee members, and election of Office Bearers, who shall be Chairperson, Vice-chairperson, Treasurer and Secretary.
  - Appointment of an independent examiner of the Project's accounts.

- Motions submitted by the Management Committee or by members, Such motions must be presented in writing to the Secretary no later than 14 days prior to the meeting.
  - The transaction of other matters as may be necessary.
- 6.3 An Extraordinary General Meeting of the Project may be called by the Secretary on the instructions of the Management Committee or on the written request of 15 full members giving reasons for the request.
- 6.4 At least 21 days' notice of meetings of the Project shall be given in writing by the Secretary to each member.
- 6.5 The proceedings of the Project shall not be invalidated by any failure to appoint or defect in the appointment, election or qualification of any member.

## **7 NOMINATIONS OF MANAGEMENT COMMITTEE MEMBERS**

Only full members of the Project, whether individual or representative, shall be eligible to stand for election to the Management Committee. Full members of the Project at the Annual General Meeting must make nominations for members of the Management Committee. Should nominations exceed vacancies, election shall be by ballot.

## **8 RULES OF PROCEDURE AT ALL MEETINGS**

- 8.1 Quorum - The quorum at a meeting of the Project shall be 15 of the total actual membership of the Project, provided that at least two Office Bearers are present. The quorum at a meeting of the Management Committee shall be three, provided that at least one Office Bearer is present.
- 8.2 Voting - Unless it is otherwise specified in this Constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No person shall exercise more than one vote even if he or she may have been appointed to represent two or more interests, but in case of an equality of votes the person taking the Chair at the meeting shall have a second or casting vote.
- 8.3 Minutes - Minutes shall be made of all meetings of the Project, the Management Committee and sub-committees, and shall contain a record of those present and all proceedings, resolutions and decisions.
- 8.4 Standing Orders - The Management Committee shall have power to adopt standing orders for the Project and its committees. Such standing orders, which will be consistent with and complementary to the terms of this Constitution, shall come into operation immediately but, if considered necessary, shall be subject to review by the Project in general meeting.

## **9 FINANCE**

- 9.1 All money raised by or on behalf of the Project shall be applied to further the objects of the Project and for no other purpose other than: -
- the payment in good faith of reasonable and proper remuneration to any employee of the Project.
  - fees to professional and technical advisers.
  - the repayment to members of the Management Committee or sub- committees of reasonable out-of-pocket expenses.
- 9.2 The Treasurer shall keep proper accounts of the finances of the project.
- 9.3 The financial year shall run from 1st April to 31st March. The accounts shall be independently examined at least once a year by an independent examiner appointed at the Annual General Meeting.
- 9.4 The examined statement of the accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting.
- 9.5 A bank account shall be opened in the name of the Project with a bank or building society, as the Management Committee shall from time to time decide.

## **10 PROPERTY**

- 10.1 The Project shall have the power to purchase or lease heritable property (and to borrow money on the security of any property acquired or leased). The title to any land or building purchased by, leased to or otherwise acquired by the Project shall be taken in the name of the Chairperson, Vice-chairperson, Secretary and Treasurer for the time being as trustees for the Project or in the name of trustees of a trust of not less than three members established for that purpose. All documents signed by the Trustees ex officio shall be binding on the Project and all the Members thereof.
- 10.2 The trustees may invest in their names any monies not required for immediate purposes of the Project in any of the securities on which trust money may by law be invested with power from time to time to transpose such investments.
- 10.3 The trustees shall, with such consent as is by law required, deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise howsoever as directed by resolution of the members of the Management Committee passed by the majority of members present at a duly convened meeting.
- 10.4 A certificate purporting to be signed by the Secretary for the time being of the Project shall, in favour of a purchaser, mortgage, charge, lease or grantee, be conclusive evidence that such a direction was duly given.

## 11 CONSTITUTIONAL ALTERATIONS

Any alterations to this Constitution must receive the vote of at least two-thirds of the members of the Project present at a meeting specially called for the purpose in accordance with Clause 6.3. No alteration shall be made which would have the effect of causing the Project to cease to be recognised by the Inland Revenue as a charity.

## 12 DISSOLUTION

The Project may be dissolved at any time by a Resolution, which must receive the vote of at least three-quarters of those present at a Meeting of the Project convened in accordance with Clause 6.3. Any assets remaining after the settlement of all debts and liabilities shall be given or transferred to such other charitable organizations having aims similar to the Project.

We certify this document as a true copy:

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|--------------|-------|--------------|-------|
| Signed:      | ..... | Signed:      | ..... |
| Date:        | ..... | Date:        | ..... |
| Office Held: | ..... | Office Held: | ..... |
| Name:        | ..... | Name:        | ..... |
| Address:     | ..... | Address:     | ..... |
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Date amendments adopted: .....