

SMALL CHARITY CONSTITUTION

(Draft V1 130415)

1 NAME

The charity's name is **Dundee & Angus Chamber of Commerce George R Donald Fund** ("the Charity").

2 THE PURPOSES OF THE CHARITY ARE TO:

- Encourage proficiency in business studies in City of Dundee secondary schools.
- Raise awareness and understanding of enterprise and business as potential careers.
- Recognise and celebrate young people in secondary education who display outstanding capacity and passion for enterprise.

3 TRUSTEES

The Charity shall be managed by a committee of three Trustees ("the Trustees") who are appointed by the Dundee & Angus Chamber of Commerce Board of Directors.

The Trustees will include the current Chief Executive of Dundee & Angus Chamber of Commerce (DACC) and one serving DACC Board Director. The third Trustee may be external to DACC and will have relevant skills and experience.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes of the Charity, the Trustees have the power to:

- (1) raise funds, receive grants and donations;
- (2) apply funds to carry out the work of the Charity;
- (3) co-operate with and support other charities with similar purposes; and
- (4) do anything which is lawful and necessary to achieve the purposes of the Charity as laid down by the late George R Donald in 1965 as hereinafter mentioned and as may be varied from time to time by the Trustees.

5 MEMBERSHIP

The Charity shall have a membership. All serving Directors of Dundee & Angus Chamber of Commerce, who are aged 18 or over, will be deemed members of the Charity ("the Members"). The Trustees will keep an up-to-date membership list.

6 ANNUAL GENERAL MEETING –("AGM")

The AGM must be held every year, with 14 days' prior written notice and an agenda given to all Members. Minutes must be kept of the AGM.

There must be at least 6 Members present at the AGM.

Every Member has one vote.

The Trustees shall present the Annual Report and Accounts.

Any Member may stand for election as a Trustee.

Members shall elect three Trustees as set out in paragraph 3 above.

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least three meetings each year.
- (2) All Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting. Secretarial support will be provided by DACC. The Chief Executive of DACC will act as Treasurer of the Charity and ensure the Annual Report and Accounts are completed for the AGM and submitted to the regulator (OSCR).
- (3) If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) The Trustees may appoint and instruct volunteer task teams to undertake specific projects, events and initiatives on behalf of the Charity.
- (5) The Trustees may make reasonable additional rules to help run the Charity. These rules must not conflict with this Constitution as varied from time to time or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the Charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the Charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the Charity's bank account. All cheques must be signed by two Trustees.
- (5) The money and property of the Charity must be managed and accounted for separately from those of DACC.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the Charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of Members. All Members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.






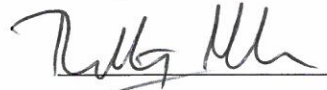
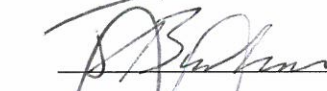


- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to the Charity.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of Members.

(4) Trustees may also call a General Meeting to consult the membership

10 **SETTING UP THE CHARITY**

This charity was set up and registered in September 1965 in accordance with the wishes of the late George R Donald (see appendix 1). This constitution was adopted on (enter date here) by the members whose signatures appear below.

Signed

Print name and address

IAN COLLINS, WESTER BALBARVIE FARMHOUSE, COPAR, FIFE
DAVID VALENTINE 81 WESTFIELD LOAN FORFAR DD8 1JN
COLIN LOVEDAY 10 MAITLAND ST ~~DUN~~TAYPORT DD69DL
D AGNEW, 6 MIDMARWAW, DUNDEE, DD5 36P
CRAIG SUMMERHILL, 4 HILL STREET, DUNDEE. DD5 2JL
TED McLEAN, DRUMMUR FARM, MUCKURRY, FK14 7JL
JAMES BUCHAN, 4 LADYWELL AVENUE, DUNDEE, DD1 2LJ
ALISON HENDERSON 30 CHARLOTTE CLOSE DUNDEE DD8 5TS
MARK MURDOCH, 6 Heatherlea Drive, Bridge of Tairn

TELEGRAMS "BEMPER, DUNDEE"

J. & H. PATTULLO & DONALD

SOLICITORS 2/EP

GEORGE R. DONALD, LL.B.
S. W. MATTHEWSON, B.A., C.A.
A. J. W. ROBERTSON, COMMER. C.L.

1, BANK STREET,

DUNDEE.

3rd October, 1962.

The Secretary,
Dundee Chamber of Commerce,
Chamber of Commerce Buildings,
DUNDEE.



BS-34379

Dear Sir,

Mr. George R. Donald

We act as Agents for the Trustees of the late Mr. Donald and would advise you that under his Trust Disposition and Settlement he bequeathed to the President, Vice President and Secretary of the Dundee Chamber of Commerce in Trust the sum of £1,000, the full terms of the bequest being as undernoted. So soon as the administration of the Trust is sufficiently far advanced payment of this legacy will be made to you.

Yours faithfully,

J. & H. Pattullo & Donald

Note referred to:-

"I direct my Trustees to pay to the President, Vice President and Secretary of the Dundee Chamber of Commerce to be held by them and their successors in Office in Trust the sum of One thousand pounds free of all Government duties and the expense of settling same to be invested and the annual income therefrom applied for the purpose of providing annually a medal to be called the "George R. Donald Medal" or other suitable award should they consider it inexpedient to provide a medal for the most proficient pupil in Commercial subjects during the immediately preceding school year in each of the High School, Harris Academy, Morgan Academy and/or such other School or Schools in the City of Dundee as the ex officio Trustees may determine; Declaring that the ex officio Trustees shall have power to withhold any or all of such medals or other awards in any year should they in their discretion think fit to do so and in the selection of the recipients of such medals each year the methods employed by the ex officio Trustees shall be in their sole discretion and their decisions shall be absolute and conclusive and not challengeable in any way; should there at any time be any surplus income it shall be in the sole discretion of the ex officio Trustees for the time being to retain or expend same in any way for encouraging proficiency in commercial subjects;"