



**Portlethen and District  
Voluntary Community  
Ambulance Association**

Scottish Charity Number: SCO 31829

## **Constitution**

### **Name**

Portlethen & District Voluntary Community Ambulance Association

### **Charity Status**

This Organisation operates for Charitable purposes under the Charities and Trustee Investment (Scotland) Act 2005.

### **Objects**

The objects of the Association shall be to provide relief to the inhabitants of Portlethen and District and its environs who have need because of age, mental or physical disability, or poverty, and in particular but not so as to limit the generality of the foregoing.

- To provide and maintain a non-profit community transport service; and
- To assist the charitable work of organisations and bodies engaged in promoting the relief of such person through the provision of appropriate services.

The Association will raise funds primarily from donations from collection tins, community councils and other local sources to support the running costs of the existing vehicle and the provision of replacement vehicles as required.

### **Membership**

The Association is voluntary and open to all regardless of gender, race or creed. The membership constitutes the Trustees, Committee and Drivers.

### **Trustees and Committee**

The Committee shall comprise an elected Chairperson, Secretary and Treasurer and such other persons, as are deemed necessary, comprising a minimum of 5 persons including, as a minimum, 3 Trustees. Trustees do not need to have a specific role on the Committee. The Chairperson may co-opt extra Members as required and agreed by the Committee. A quorum for any Annual, General or Special Meetings shall be not less than 6 members. Committee Members shall serve no more than two years before offering themselves for re-election.

### **Remuneration and Expenses**

No Office Holder or Trustee shall receive a remuneration for their work. Actual expenses incurred shall be reimbursed when claimed.

### **Reserves**

The policy is to maintain unrestricted reserves at around one year of normal running cost based on previous year's costs. To be reviewed annually by the Committee. Restricted reserves are used for the sole purpose of purchasing a replacement vehicle.

### **Annual General Meeting**

An Annual General Meeting (AGM) shall be held in the first quarter of each year at which any elections, recommendations, motions and amendments shall be considered and decided on. The Trustees Annual Report requires to be reviewed and agreed at this meeting before submission to the relevant Regulatory body. A standing Agenda item for this meeting should be "Documentation Review" and, if required, a separate meeting should be arranged for this.

### **General Meeting**

General Meetings shall be held quarterly if possible and shall be open to all Members to discuss any business.





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### **Special General Meeting**

A Special General Meeting (SGM) must be held within 28 days of a request being received by the Committee from at least 6 Members. All notices shall be publicised at least 14 days in advance.

### **Changes to the Constitution**

Changes can only be made at the AGM or a properly called SGM. Proposed changes must be notified at least 14 days prior to the meeting. Changes must be approved by two thirds of the attendees. OSCR must be informed of any Changes to the Constitution in the annual report.

### **Dissolution**

Proposals for Dissolution will be considered under the same terms as for Changes to the Constitution.

In the event of the Dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the Members of the Association but shall be given or transferred to a recognized charitable organization(s) (as approved at the said meeting) having objects similar to those of the Association.

### **Examination of Accounts and Records**

Receipts and payments accounts, along with relevant documentation, shall be kept by the Association Treasurer. These records and the Accounts Section of the OSCR Annual Report will be examined at the end of the financial year by an independent examiner ensuring the Rules and Regulations of OSCR are met. The OSCR Annual Report and Accounts should be presented and approved at the AGM.

In special circumstances, approval for the OSCR Annual Report and Accounts may be carried out by the Committee at a properly convened SGM.

29/10/2024

**Date of Adoption**

Chairperson

**Certified as a True Copy**

Secretary

**Certified as a True Copy**