



HOWARD LEAGUE SCOTLAND

Constitution of the Howard League for Penal Reform in Scotland

May 2014

1. The Association shall be known as The Howard League for Penal Reform in Scotland (hereinafter referred to as "the League").
2. The objects of the League are to promote humane and rational penal policies in Scotland and to foster constructive policies of crime prevention and rehabilitation.
3. In furtherance of these objects the League shall hold lectures, seminars and conferences, prepare reports and memoranda, disseminate information, raise funds and take such other action as may be seen to be appropriate.
4. Membership of the League shall be open to all who subscribe to its objects.
5. The League will have an Executive Committee which shall consist of a Convenor, Vice Convenor, a Secretary, a Treasurer, a Communications Secretary and up to ten ordinary members.
6. The League will hold an Annual General meeting in every calendar year at which members shall elect the office bearers and the ordinary members of the Executive Committee for the ensuing year. All nominations, seconded by one other member, shall be received by the Secretary at, or prior to, the Annual General Meeting. All members of the Executive Committee shall be eligible for re-election but each shall stand for election individually, duly nominated and seconded. The Executive Committee will have power to co-opt up to three members. Where an office bearer resigns other than at an annual or extraordinary general meeting the Executive Committee may appoint a League member to fill the vacated office until the next annual or extraordinary general meeting. If not already a member of the Executive Committee a person so appointed will become a member of the Committee.
7. The Executive Committee shall be responsible for the implementation of the policies of the League. No member of the Executive Committee shall be appointed to any salaried office of the League or any office of the League paid by fees and no remuneration or other benefit in money or money's worth shall be given by the League to any member of such Executive Committee except repayment of out-of-pocket expenses properly incurred.
8. The Executive Committee will submit an annual report for adoption at the Annual General meeting.
9. Notice will be given of the Annual General meeting at least four weeks before the date of the meeting.
10. The Executive Committee may whenever it thinks fit, convene an Extraordinary General meeting, and an Extraordinary General meeting shall also be convened on the requisition of any ten League members.
11. Notice will be given of any Extraordinary General meeting two weeks before the date of the meeting.



HOWARD LEAGUE SCOTLAND

12. No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. Ten members personally present shall be a quorum.
13. Local groups of the League may be established under arrangements to be approved by the Executive Committee.
14. The Executive Committee shall have power to raise monies for the purposes of the League by any lawful means.
15. In relation to finance, first all monies will be devoted to the purposes of the League as declared at Clause 2 of this Constitution; secondly that the Executive Committee shall cause proper books of account to be kept with respect to all sums of money received and expended by the League and the assets and liabilities of the League; and thirdly accounts will be submitted each year to the Annual General Meeting of the League.
16. The Executive Committee shall meet not less than four times per year.
17. Membership subscriptions shall be determined at each Annual General Meeting.
18. No amendments shall be made as will jeopardise the League's charity status and any alteration will be notified to Inland Revenue Claims Branch, Edinburgh.
19. In the event of winding up, any monies or assets remaining after the satisfaction of any proper debts and liabilities will be made over to another charity with similar aims or applied to a purpose charitable in law and consonant with the aims of the League.

As amended at the Annual General Meeting held on 8 May 2014.

Certified as a true copy.

Susan Matheson OBE

Secretary

Howard League Scotland