

Bylaws of Clyde Scouts

Preamble

These Bylaws have been enacted by the Regional Executive Committee of Clyde Scouts for the regulation of its procedures and to facilitate the management of the affairs of the Regional Scout Council (RSC).

Any changes in the Bylaws shall be approved by the Regional Executive Committee and reported to the next Annual General Meeting of the RSC.

These Bylaws were approved at a meeting of the Regional Executive Committee held on 23 April 2008 and updated on 25 March 2009, 27 October 2010, 18 September 2013, 18 November 2015, 12 September 2016, 11 January 2017, 15 November 2017 & 20 June 2018.

Committees

In addition to the RSC and the Regional Executive Committee, the following sub-Committees will normally operate in the Region and other short term forums or sub-Committees may, from time to time be agreed upon by the Regional Executive Committee or one of its 2 principal sub-committees (being Business, and Regional Support Team Committees):

- General Purposes sub-Committee
- Appointments Advisory Committee
- Business Committee
- Regional Support Team Committee
- Auchengillan Board
- District Commissioners Meeting

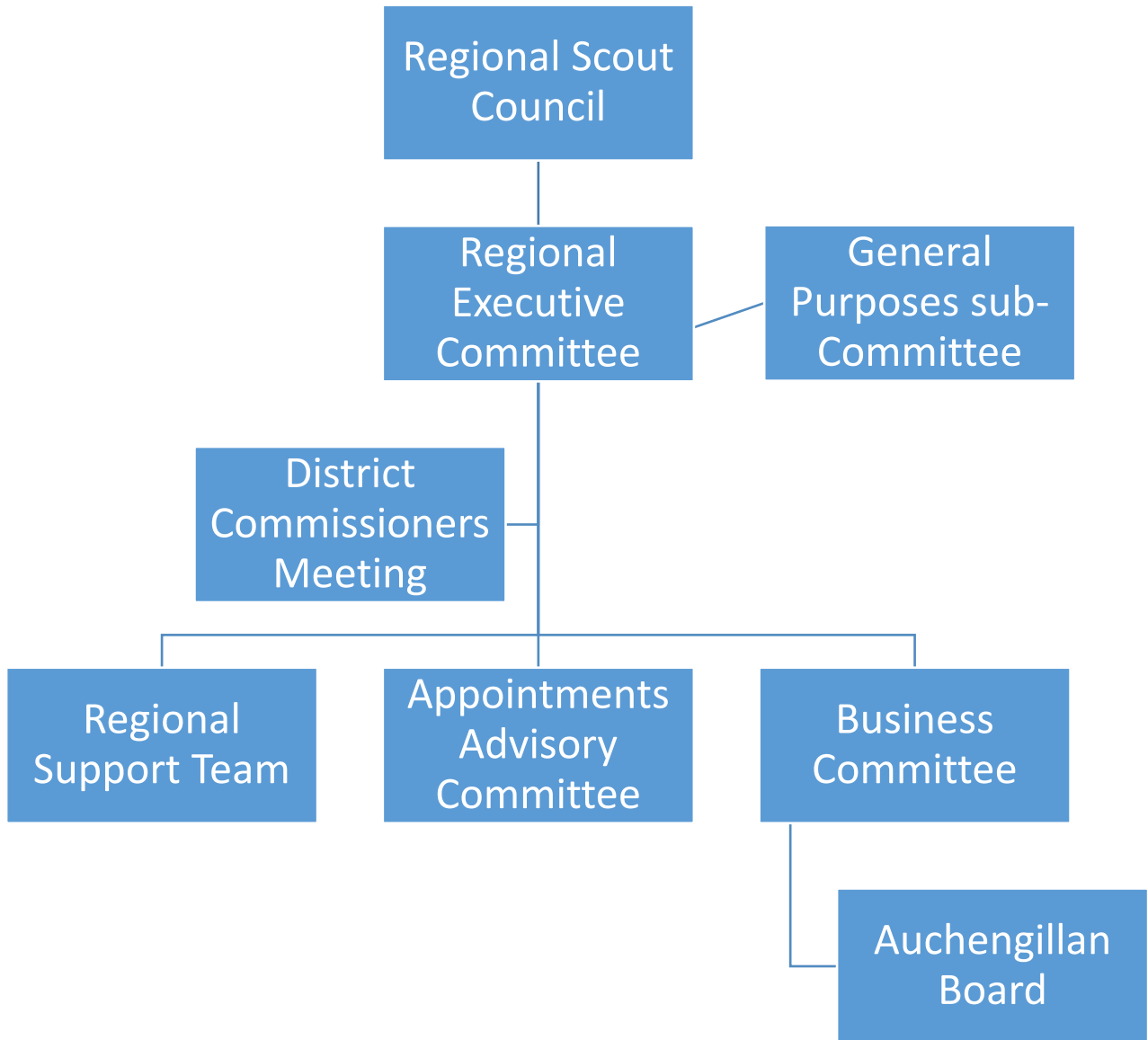
Contact Information

Further information on the work of Clyde Scouts is available from the Regional Office which can be contacted during normal working hours as follows:

Clyde Scouts, 21 Elmbank Street, Glasgow, G2 4PB

t: 0141 248 6022 e: info@clydescouts.org.uk

Committee Structure:



1. Arrangements for Meetings of Committees & sub-Committees

- (a) Members of staff who are employed by the RSC, may, at the written invitation of both the Regional Commissioner & Regional Chair attend meetings of the RSC or the Regional Executive Committee to contribute to discussion in connection with their area of responsibility. In addition, members of the staff team will be invited to attend a variety of committee meetings to discuss standing items of business within their areas of responsibility. Members of staff will not be allowed to vote on any matter at any meeting.
- (b) At meetings of the RSC, a quorum shall consist of 20 members present in person.
- (c) The quorum at meetings of the Regional Executive Committee shall be 6 and the Regional Executive Committee shall set the quorum for meetings of its sub-committees, as contained within these Bylaws.
- (d) In meetings of the RSC, the Regional Executive Committee and its sub-Committees only members of such Council, Committee and sub-Committees may vote, respectively.
- (e) The Regional Executive Committee shall normally meet on not less than four occasions each year. Not less than five days' notice of all meetings of the Regional Executive Committee and its sub-Committees specifying the venue, date and time of the meeting and stating the general nature of the business to be transacted shall be given to each member of the Committee or sub-Committee, by post or electronically, as appropriate. The accidental omission to give notice of a meeting or the non-receipt of notice by any members shall not invalidate the proceedings at any meetings, including meetings of the RSC.
- (f) No business shall be transacted at any meeting other than the business of which notice has been given unless in particular circumstances the Chair of the meeting decides otherwise. The Chair of a meeting shall have power to rule that any motion first made at the meeting be treated as a notice of motion only in which case: (a) the motion shall not be discussed or put at the meeting at which it is first made but explanations may be given at the discretion of the Chair of the meeting who will thereafter rule that notice of the motion has been duly given, (b) full details of the motion shall be circulated to members as soon as is practicable after the meeting at which notice of the motion has been given; and (c) the motion shall be placed on the Agenda for the first suitable meeting after the meeting at which notice of the motion has been given.
- (g) In addition to its Annual General Meeting, the RSC may also hold Ordinary Meetings, to facilitate good relations between the Region, Districts and Groups.
- (h) Details of the two named representatives of each District Scout Council in the Region should be supplied to the Regional Secretary at least thirty days before the Annual General Meeting of the RSC.
- (i) Notices of motion for consideration at any meeting of the RSC or the Regional Executive Committee may be submitted by any member of such Council or Committee or by resolution of a District Scout Council or District Executive Committee at least ten working days before the meeting at which they are to be considered.
- (j) The Chair of a meeting shall be the sole judge of points of order and his/her decision thereon shall be final.
- (k) At the discretion of the Chair of the meeting, on the proposal of a voting member of the Committee, with the support of at least half of those present, a meeting of the RSC, the Regional Executive Committee or any Sub Committee may be adjourned to allow for the business of the meeting to be fully considered at a future date and time to be set.
- (l) Minutes shall be kept of the proceedings of all meetings and the Regional Secretary shall be the custodian of all Minutes. Members of the RSC shall have the right to inspect and take extracts from any of the Minutes of meetings of the Council, the Executive Committee and its sub-Committees, with the exception of the General Purposes Sub-Committee's Private Staffing Minute Book (PSMB) and the Regional Secretary shall make suitable arrangements to make them available for this purpose.

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(m) Requests for inspection of the General Purposes Sub-Committee's PSMB should be made to the Regional Chair who will decide whether or not such requests are reasonable and should be granted.

(n) All committees and sub-committees (with the exception of the District Commissioners meeting) shall have two full, voting members aged 18 to 24 (the General Purposes sub-Committee due to its size shall have 1); normally these will be members of the Executive committee. However, when there are not enough members of Executive Committee aged 18 to 24 to fulfil this commitment (or the time commitment is considered by them to be too onerous) the Chairs of the committees should co-opt members to fill the vacancies.

2. **Liability of Trustees**

The voting members of the REC are the RSC's Trustees. Provided that Trustees do not commit an act of personal negligence that would expose the charity to risk, the Trustees will be covered by the Trustee Liability Insurance Policy that is effected by The Scout Association.

3. **Appointment & Election of members of committees and sub-Committees**

(a) **Election of Members of the Regional Executive Committee**

3.1 Six members of the RSC shall be elected in accordance with the Bylaws of Clyde Scouts, of which not more than one elected member shall be from the same Scout District holding a Scout appointment in that District. Of the elected members of the Regional Executive Committee, one-third shall retire at the Annual General meeting in each year in accordance with the Bylaws. Retiring members may be nominated for a further consecutive triennial term. A member serving two consecutive full triennial terms shall not be eligible for re-election in the year of their retirement.

3.2 Elected members shall take office immediately after the AGM at which their election is announced, and hold office until the conclusion of the AGM three years thereafter.

3.3 Election shall be by postal or online ballot of members of the RSC.

3.4 Nominees who receive the highest number of votes in the ballot shall be elected, except that (a) if the nominees include more than one person who holds an appointment in the same Scout District, only the one of these nominees who gains the highest number of votes can be elected and (b) precedence shall be given to nominees who, if elected, would not bring the number of elected members who hold appointments in the same Scout District to more than one.

3.5 The first two nominees elected in terms of 3.4 above shall serve a full term of three years. Any vacancies for a term of two years shall be filled by those of the remaining eligible nominees who receive the next highest number of votes. Any remaining vacancies for a period of one year shall be filled by those of the remaining eligible nominees who receive the next highest number of votes.

3.6 In the event of a tie in the voting, the result shall be determined by lot.

3.7 The result of any ballot shall be announced at the Annual General Meeting.

3.8 Any adult holding an appointment in the Region, aged 18 or over, with his/her consent, may be nominated for election to the Executive Committee by either self-nominating or by being nominated by either their District Commissioner or District Chair.

3.9 Nomination forms for election shall be available at least sixty days prior to the date fixed for the Annual General Meeting and they shall be returned to the Secretary of the Council at least thirty days prior to the date fixed for the Annual General Meeting.

3.10 Incomplete/invalid nomination forms and all nomination forms received after the closing date referred to above shall be rejected. Where possible, incomplete/invalid nomination forms will be returned for amendment, if they can be resubmitted before the closing date.

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3.11 Where more than six valid nomination forms are received, a voting form containing the names of candidates, accompanied by such biographical details of the candidates and information about their sponsors as the Regional Executive Committee shall from time to time decide, shall be sent to members of the RSC at least thirty days prior to the date fixed for the Annual General Meeting.

3.12 Completed voting forms shall be returned to the Secretary of the Council at least 48 hours prior to the date fixed for the Annual General Meeting.

3.13 The Regional Executive Committee shall appoint two members of the RSC (who shall not be current members of the Executive Committee or nominated to serve as an Elected Member of the Executive Committee) or two members of Scout Council staff to act as scrutineers responsible for the conduct of the election.

(b) Appointment of Regional Chair

To support the Regional Commissioner in identifying candidates for the role of Chair, a search group will be established comprising the Regional Commissioner, PR & Development Officer and three Members of the Council (who have previously served or are serving on the Regional Executive). The final decision in relation to the nomination of Chair rests with the Regional Commissioner.

4. Whilst the terms of reference for committees and sub-committees on the following pages make reference to the Regional Secretary, Clyde Scouts Chief Operating Officer fulfils that role.

(c) Appointment of members of sub-Committees

The Regional Executive Committee is responsible for appointing members of the Appointments Advisory Committee, the Business Committee & the Auchengillan Board.

Members of other committees sit on them by virtue of their appointment.

In order that members of the Executive Committee can ensure that sub-committees are populated with volunteers with the right skills, knowledge and experience, proposals for appointment to the Appointments Advisory Committee and Auchengillan Board or additional committee members between the ages of 18 and 25 years old for any other committee must be shared confidentially with members of the Executive Committee, before any individual is approached.

Members of the Executive Committee will be consulted by email and asked to reply to both the Regional Secretary, and copied to the Regional Chair, to confirm whether or not they are happy for the individual(s) to be approached. Where there is not a consensus in favour or there are concerns, any decision about the appointees being approached will be deferred until the next available committee meeting, when the matter will be the subject of confidential discussion by the committee.

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5. Terms of Reference of the General Purposes sub-Committee

Purpose

The General Purposes sub-Committee is a sub-Committee of the Regional Executive Committee (REC) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Executive (REC)

Functions, Roles & Responsibilities

- The General Purposes sub-Committee is empowered, in exceptional circumstances, to make urgent decisions on behalf of the REC or the Business Committee when these cannot reasonably or prudently be delayed until the next meeting of the REC or Business Committee and do not warrant the calling of a special meeting. Before taking any decision, members of the REC or the Business Committee will be advised of the circumstances surrounding the requirement to take an urgent decision by email and any decision taken under these powers shall be reported by Minute to the next meeting of the REC or Business Committee. These powers do not extend to any matter involving a change in current policy or where there is doubt about change in current policy. Any such matter, however urgent, must be referred to the REC or Business Committee as appropriate.
- The General Purposes sub-Committee is responsible for, and is empowered to make decisions in connection with, all matters pertaining to the employment of staff in the service of the Scout Council and shall maintain a confidential Private Staffing Minute Book in which shall be recorded decisions relative to salaries, pensions, other benefits, grievances and disciplinary matters and such like. Members of the Regional Executive Committee may, with the approval of the Regional Chair, have access to the confidential Private Staffing Minute Book. The employment and any termination of employment of the Regional Secretary shall be subject to confirmation by the Regional Executive Committee.
- Where a staffing matter being considered by the General Purposes sub-Committee will either change the staffing structure or may lead to a change in the staffing structure, this should be shared confidentially with the Regional Executive Committee, as a recommendation from the General Purposes sub-Committee.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the General Purposes sub-Committee is subject to annual renewal by the REC.

Composition

- Regional Commissioner (ex-officio)
- Regional Chair (ex-officio)
- Chair of The Business Committee (ex-officio)
- Regional Vice Chair
- Regional Treasurer
- Regional Secretary
- At least one member of the committee should be between the ages of 18 to 24 years old. If none of the office bearers are in that age range, a suitable young person from the Regional Executive Committee should be identified as an additional member.

The quorum for meetings of the General Purposes sub-Committee is three Members eligible to vote, one of whom shall be the Regional Chair or the Regional Commissioner.

The Chair of meetings of the General Purposes sub-Committee shall, subject to approval annually by the Regional Executive Committee, be the Regional Chair, whom failing the Regional Vice Chair, whom failing such other persons as the General Purposes sub-Committee shall from time to time appoint from its membership.

The Secretary of the General Purposes sub-Committee shall be the Regional Secretary, who shall take a Minute of each meeting of the Committee. The Regional Secretary shall be excluded from consideration of any business at any meeting of the Committee where matters related to his/her employment are to be considered, and in that event, the Chair of the meeting shall prepare the Minute of that meeting, or that part of that meeting, as the case may be.

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Working Methods

- The General Purposes sub-Committee shall meet on such dates and at such times as are consistent with the requirements of the proper conduct of its business as may be determined necessary by the Regional Chair and the Regional Commissioner or either of them.
- In addition to dealing with all staffing matters, the business of the General Purposes sub-Committee will be determined by what support is needed for current work and projects in between meetings of the Executive Committee and Business Committee.
- The General Purposes sub-Committee will have an agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Secretary.
- The General Purposes sub-Committee will not normally establish sub-committees but may establish short-life working groups as required to facilitate exercising its responsibilities.

Communications

- Not less than 48 hours' notice of all meetings of the General Purposes sub-Committee shall be given to all members of the Committee. If so agreed by all members, rather than convene a meeting to transact business, business may be transacted by e-mail and recorded in a written resolution signed by all members entitled to vote, recording the decision taken by the General Purposes sub-Committee.
- Minutes and actions arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and actions will be shared with members of the REC at their next meeting and included on the agenda and in the documentation for that meeting.
- Members of the General Purposes sub-Committee will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision making and voting

- The General Purposes sub-Committee must achieve consensus around issues that require a decision, otherwise the issue will be referred to the REC for electronic vote or consideration at a future meeting of the REC.

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6. Terms of Reference of the Appointments Advisory Sub-Committee

Purpose

- The Appointments Advisory Committee is a sub-Committee of the Regional Executive Committee (REC) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Executive (REC)

Functions, Roles & Responsibilities

- The Appointments Advisory Sub-Committee is a mandatory sub-Committee of the Regional Executive Committee (REC), which is responsible for:
 - determining the suitability of an individual for a volunteer appointment in a Regional role or for the role of District Commissioner or Deputy District Commissioner;
 - meeting candidates to assess that the applicant (a) accepts the values and policies of the Association and (b) is suitable to carry out the role;
 - considering applications for change of appointment at a Regional level and assesses if the applicant is suitable to carry out the role;
 - administering the review process for those volunteer adults that it is responsible for appointing;
 - considering the continuation of suspension of an adult from a Regional role or from the role of District Commissioner or Deputy District Commissioner and advising the Regional Commissioner accordingly (the original decision to suspend an adult does not involve the Appointments Advisory Committee);
 - cancelling appointments (especially considering together with the Regional Commissioner the recorded reason for cancellation); and
 - supporting the Regional Commissioner in the resolution of disagreements between adults.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Appointments Advisory Committee is subject to annual renewal by the REC.

Composition

- The Chair of the Appointments Advisory Committee who shall be appointed annually by the Regional Executive Committee (REC).
- Not more than nine persons appointed annually by the REC.
 - At least two of whom should be members of the REC.
 - Three of whom should be between the aged of 18 to 24 years old
 - No more than three of whom will be asked to attend any one meeting.

The quorum for meetings of the Appointments Advisory Committee is normally three members eligible to vote. In exceptional circumstances, subject to the Chair's approval, this can be reduced to two, provided the 18 to 24 year old member is present.

Where the Chair is unable to be present, the Appointments Advisory Committee shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

Working methods

- The Committee shall meet on such dates and at such times as are consistent with the proper conduct of its business and to enable, where necessary, the approval of any appointment to be considered by the Regional Executive Committee.

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Communications

- Not less than 14 days' notice of all meetings of the Appointments Advisory Committee shall be given to all members of the Committee.
- The Chair and the Regional Secretary will agree dates to circulate to the committee for their indication of their availability and the date of the meeting will then be confirmed not less than 7 days in advance of the meeting.
- 7 days in advance of the meeting, an agenda which has been agreed between the Chair and Regional Secretary will be circulated to members of the committee which shall include details of the appointees, the role they are seeking appoint to, a copy of a signed and dated role description confirming that a meeting has taken place between the appointee and their line manager and such other further detailed information about the appointee, their role and their background as the committee may see fit to require to allow them to fully consider the suitability of the appointee for their proposed role.
- Minutes and actions arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and actions will be shared with members of the REC at their next meeting and included on the agenda and in the documentation for that meeting.
- Members of the Appointments Advisory Committee will notify the Chair and Regional Secretary when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making and Voting

- The Appointments Advisory Committee should strive to achieve consensus around issues that require a decision, failing which at least 2 of the 3 members of the committee must be in agreement about the recommendation that they are making.
- Where the committee cannot reach a decision, the process referred to in Policy, Organisation & Rules: The Appointments Process will be invoked.

7. Terms of Reference of the Business Committee

Purpose

- The Business Committee is a principal sub-Committee of the Regional Executive Committee (REC) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Executive (REC)

Functions, Roles & Responsibilities

The Business Committee exists to support the operation of the Scout Council's affairs with delegated responsibility from the Regional Executive Committee to oversee the management of Auchengillan Outdoor Centre, The Glasgow Scout Shop, Avondyke & Coltswood. The committee is additionally responsible for overseeing the financial affairs of the Scout Council and has particular responsibility for:

- Implementing a stable and sustainable business structure for growth that is flexible, meets modern demands and economic cycles and delivers a surplus from our trading entities to enable us to invest in growing and supporting Scouting in accordance with our strategy.
- Approving an annual operating and capital investment budget for all operations.
- Approving budgets for any project based activities or events and monitoring their financial governance.
- Monitoring quarterly management accounts.
- Ensuring that adequate insurances are in place and that risk management is regularly reviewed, including monitoring and updating of a Key Risks Matrix.
- Ensuring that repair and investment plans are in place for all land and property owned by or occupied by the Clyde Scouts.
- Helping local Scouting to be aware of how the trading activities support programme delivery through discounted charges.
- Supporting the work of the Auchengillan Board.
- Any other work that may be delegated to it by the Regional Executive Committee.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Business Committee is subject to annual renewal by the REC.
- The Chair of the Business Committee shall be appointed annually by the Regional Executive Committee and will be an appointed member of the Regional Executive Committee.

Composition:

- Chair of the Business Committee.
- Regional Chair (ex-officio).
- Regional Vice Chair (ex-officio).
- Regional Commissioner (ex-officio).
- Regional Treasurer.
- Regional Secretary.
- Chair, Auchengillan Board.
- Up to 3 members of the REC.
- General Manager, Auchengillan.
- There must be two members aged 18 to 24, if not fulfilled by the normal committee membership detailed above the Chair of the committee should co-opt members to fill these roles.

The quorum for meetings of the Committee is six Members eligible to vote and must include at least the Chair of the Business Committee, the Regional Chair or the Regional Vice Chair.

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Where the Chair is unable to be present, the Business Committee shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items but they will be without vote.

Working methods

- The Business Committee operates quarterly between meetings of the REC or at other times as directed.
- The Business Committee will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Secretary.
- The Business Committee will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities
- The Auchengillan Board and will report to the Business Committee.

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Business Committee shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the REC and included on the agenda and in the documentation for the next meeting of the REC.
- Members of the Business Committee will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Business Committee must achieve consensus around issues that require a decision, otherwise the issue will be referred to the REC for electronic vote or consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the REC.

8. Terms of Reference of the Regional Support Team

Purpose

- The Regional Support Team is a principal sub-Committee of the Regional Executive Committee (REC) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Executive (REC)

Functions Roles & Responsibilities

The Regional Support Team will exercise responsibility on behalf of the REC for, and report to the REC on:

- Providing support for our volunteers to work towards every member experiencing a programme of activities that is at least 50% Outdoors and Adventure.
- Maximising the number of young people completing top awards, culminating in their Explorer Belt and Queen's Scout Award by creating meaningful programme opportunities rather than simple badge counting.
- Devising a programme of support to directly improve the quality of programmes being experienced by young people.
- Supporting a programme work, in partnership with District Commissioners and their teams to grow the Region's youth and volunteer membership, including, but not restricted to:
 - Opening new sections and new Scout Groups, in partnership with District Commissioners & their teams.
 - Growing the number of Explorer Scout Young Leaders.
 - Working towards becoming more representative of local communities by targeted recruitment initiatives such as SIMD areas, girls and non-Christian faith groups.
 - Working with District Commissioners to strengthen their teams and increase the number of Scout Groups with a GSL supporting local volunteers.
- Embedding a positive culture of safety and safeguarding across the Region.
- Increasing the number of adults who complete their volunteer training commitment.
- Communicating positively internally and externally about work being undertaken to grow Scouting.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Regional Support Team is subject to annual renewal by the REC.
- The Chair of the Regional Support Team shall be the Regional Commissioner.

Composition

- Regional Commissioner.
- Regional Chair (ex-officio).
- Regional Vice Chair (ex-officio).
- Regional Secretary.
- Deputy Regional Commissioners.
- Assistant Regional Commissioner (Section Support).
- Assistant Regional Commissioner (Explorer Scouts).
- Assistant Regional Commissioner (Scout Network).
- Assistant Regional Commissioner (Youth Involvement).
- Assistant Regional Commissioner (Adult Training).
- Assistant Regional Commissioner (Communications).
- Assistant Regional Commissioner (Youth Involvement).
- Safeguarding Awareness Coordinator
- Regional Adviser (Activities).
- Regional Adviser (Duke of Edinburgh's Award)
- Regional Adviser (International).
- Scout Active Support (SASU) Managers of all Region level SASUs.
- There must be two members aged 18 to 24, if not fulfilled by the normal committee membership detailed above the Chair of the committee should co-opt members to fill these roles.

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The quorum for meetings of the Committee is eight Members eligible to vote and must include at least the Regional Commissioner, the Regional Chair or the Regional Vice Chair.

Where the Chair is unable to be present, the Regional Support Team shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items but they will be without vote.

Working methods

- The Regional Support Team operates quarterly between meetings of the REC or at other times as directed.
- The Regional Support Team will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Secretary.
- The Regional Support Team will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Regional Support Team shall be given to all members of the Committee.
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the REC and included on the agenda and in the documentation for the next meeting of the REC.
- Members of the Regional Support Team will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Regional Support Team must achieve consensus around issues that require a decision, otherwise the issue will be referred to the REC for electronic vote or consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the REC.

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9. Terms of Reference of District Commissioners Meeting

Purpose

- The District Commissioners meeting operates in conjunction with the Regional Support Team and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Executive (REC)

Functions Roles & Responsibilities

The District Commissioners Meeting exists to provide support to District Commissioners in fulfilling the responsibilities of their role and is particularly responsible for:

- Ensuring that an annual plan of development and support activities exists to support Scouting in Groups, Districts across the Region.
- Planning a programme work to grow the Region's youth and volunteer membership in line with the agreed strategy.
- Embedding a positive culture of safety and safeguarding across the Region.
- Increasing the number of adults who complete their volunteer training commitment.
- Providing a forum for information sharing between Districts.
- Securing local buy-in for activities being delivered by Clyde Scouts.
- Reviewing and recommending modification of support structures as necessary.
- Maximising potential communications (internal and external) opportunities for Clyde Scouts.
- Supporting the work of District Executive Committees as required.
- Providing such other support as Districts may require.
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Term

- All members of this committee's term of office is determined through another role held.
- The Chair of the District Commissioners meeting shall be the Regional Commissioner.

Composition

- Regional Commissioner.
- Regional Chair.
- Regional Secretary.
- Deputy Regional Commissioners.
- District Commissioners.

The quorum for meetings of the Committee is six Members eligible to vote and must include at least the Regional Commissioner.

Where the Chair is unable to be present, the District Commissioners meeting shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items but they will be without vote.

Working methods

- The District Commissioners meeting operates quarterly between meetings of the REC or at other times as directed.
- The District Commissioners meeting will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Secretary.
- The District Commissioners meeting will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

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Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the District Commissioners shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the REC and included on the agenda and in the documentation for the next meeting of the REC.
- Members of the District Commissioners meeting will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The District Commissioners meeting must achieve consensus around issues that require a decision, otherwise the issue will be deferred for consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the REC.

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11. Terms of Reference of the Auchengillan Board

- The Auchengillan Board is a sub-Committee of the Business Committee and the purpose of this Terms of Reference is to establish the method of operation for that Board.

Functions, Roles & Responsibilities

The Auchengillan Board will exercise responsibility on behalf of the Business Committee for, and report to it on supporting the Chief Operating Officer and his/her staff in:

- Developing and monitoring a marketing and promotion strategy for Auchengillan Outdoor Centre that promotes opportunities for safe outdoor activity, education, personal development and training for members of The Scout Association and other young people.
- Develop the range and quality of activities, educational and personal development opportunities, training experiences and event packages for Centre users to facilitate increased usage and a strengthening of the customer base.
- Reviewing the operational management of the Auchengillan Outdoor Centre and contributing towards its future planning, development and financial management.
- Strive to ensure that facilities are developed, and improved so as to position Auchengillan Outdoor Centre as a centre of excellence for Scouting programmes in particular and outdoor education and training in general.
- Preparing proposals and/or reports for consideration by the Business Committee for development and improvement of all aspects of Auchengillan Outdoor Centre, including those relating to developments / refurbishments of a capital investment nature.
- Monitoring and reviewing the trading performance of the Auchengillan Outdoor Centre, including proposals for the annual review of the scale of charges, subject to approval by the Business Committee.
- Liaising with the General Purposes sub-Committee in relation to any staffing matters that arise at Auchengillan Outdoor Centre
- Recommending to the Regional Treasurer an annual budget for Auchengillan Outdoor Centre.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Auchengillan Board is subject to annual renewal by the Regional Executive Committee.
- The Chair and members of the Auchengillan Board shall be appointed annually by the Regional Executive Committee.

Composition

- Regional Commissioner.
- Regional Chair (ex-officio).
- Regional Vice Chair (ex-officio).
- Chair, Business Committee.
- Regional Secretary.
- General Manager, Auchengillan.
- Maintenance Officer, Auchengillan.
- Up to 3 other members of the Board to be appointed.
- There must be at least one member aged 18 to 24, if not fulfilled by the normal committee membership detailed above the Chair of the committee should co-opt members to fill that role.

The quorum for meetings of the Auchengillan Board is four Members eligible to vote and must include at least the Chair of the Business Committee, the Regional Chair or the Regional Vice Chair.

Where the Chair is unable to be present, the Auchengillan Board shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items but they will be without vote.

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Working methods

- The Auchengillan Board operates quarterly between meetings of the Business Committee or at other times as directed.
- The Auchengillan Board will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the staff team.

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Auchengillan Board shall be given to all members of the Board.
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the Business Committee and included on the agenda and in the documentation for the next meeting of the Business Committee.
- Members of the Auchengillan Board will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Auchengillan Board must achieve consensus around issues that require a decision, otherwise the issue will be referred to the Business Committee for consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the Business Committee or the REC.

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