

# **Byelaws of Forth Regional Scout Council**

## **(As reported at AGM November 2024)**

### **Preamble**

These Byelaws have been enacted by the Regional Trustee Board (RTB) of Forth Regional Scout Council for the regulation of its procedures and to facilitate the management of the affairs of the Regional Scout Council (RSC). Any changes in the Byelaws shall be approved by the RTB and reported to the next Annual General Meeting (AGM) of the RSC. These Byelaws were approved at a meeting of the RTB held on 30th September 2024.

### **Contact Information**

Further information on the work of Forth Regional Scout Council is available from the Regional Admin Support volunteer who can be contacted via the Forth Region Website.

### **Arrangements for Meetings of the Trustee Board and sub-Committees**

- a) The RTB shall set the quorum for meetings of its sub-committees, as contained within these Byelaws, usually one third plus one.
- b) In meetings of the RSC, the RTB and its sub-Committees only members of such Council, Board and sub-Committees respectively, may vote.
- c) Members absent from meetings of the RSC, RTB or its sub-Committees are not permitted to send a deputy as a member on their behalf.
- d) The Regional Chair shall hold an RTB agenda coordinating meeting with senior members of the Regional Team and other office bearers prior to an RTB meeting to coordinate the agenda and ensure that the aspirations of all are considered in planning the business of the Region.
- e) The RTB shall normally meet on not less than four occasions each year.
- f) Not less than 5 days notice of all meetings of the RTB 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 Board or sub-Committee, by post or electronically, as appropriate.
- g) The accidental omission to give notice of a meeting to, or the non-receipt of notice by, any members shall not invalidate the proceedings at any meetings, including meetings of the RSC.
- h) 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.
- i) The Chair may seek the view of members to make 'emergency' decisions outside the normal schedule of meetings using various electronic methods. Such decisions should follow an agreed method of reaching decisions and be reported to the next full meeting of the RTB.

- j) 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:
- k) 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
- l) 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
- m) 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.
- n) In addition to its AGM, the RSC may also hold Ordinary Meetings, to facilitate good relations between the Region, Districts and Groups.
- o) Notices of motion for consideration at any meeting of the RSC or the RTB may be submitted by any member of such Council or Board or by resolution of a District Scout Council or District Trustee Board at least ten working days before the meeting at which they are to be considered.
- p) The Chair of a meeting shall be the sole judge of points of order and their decision thereon shall be final.
- q) The Chair may appoint and brief a replacement from within the membership of the RTB as a temporary appointment to conduct the business of the RTB during a short term period of absence.
- r) At the discretion of the Chair of the meeting, on the proposal of a voting member of the Council, Board or sub-Committee, with the support of at least half of those present, a meeting of the RSC, the RTB 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.
- s) Minutes shall be kept of the proceedings of meetings of the RSC, RTB and its Sub-Committees. The Regional Admin Support volunteer shall be the custodian of all Minutes and ensure that these are circulated to members.
- t) Members of the RSC shall have the right to inspect and take extracts from any of the Minutes of meetings of the RSC, the RTB and its sub-Committees.
- u) The appropriate involvement of Young People should be considered in the business of the Region.

### **Liability of Trustees**

The voting members of the RTB 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.

## **Membership of the Regional Trustee Board**

Only persons permitted by Constitution or Byelaws are permitted to attend RTB meetings:

### **Ex Officio members:**

The Regional Lead Volunteer and Regional Youth Lead

### **Appointed Members:**

Regional Chair, Regional Treasurer, 18-24 year old, District Representatives x 4, up to 3 other Trustees.

Each of the four Districts within the Region is mandated to propose one RSC member from their District to serve on the RTB, ratified by approval at the RSC AGM. This person must be selected following due process by the District Scout Council at its own AGM or an Extraordinary General Meeting prior to the RSC AGM.

Anyone (including RSC members) is eligible to apply to be appointed for the remaining positions. Following an open application process, proposals will be put forward by the RTB for approval at the RSC AGM. The 3 other Trustee posts can remain unfilled.

### **Co-Opted Members**

The RTB can co-opt up to four full RTB members at once, as and when is appropriate to the needs of the RTB and in line with the constitution of the RSC.

### **Invited Members:**

The RTB may, from time to time, invite non-voting attendees to meetings of the Trustee Board or its sub-committees to progress the business of each body. The Regional Admin Support volunteer will be invited to all meetings of the RSC, RTB and its sub-Committees.

### **Length of Service:**

Appointed members of the RSC may serve for a maximum period of three consecutive three year terms. District Representatives of the RSC may serve for a maximum period of two consecutive two year terms.