

Byelaws of Forth Regional Scout Council (As reported at AGM November 2018)

Preamble

These Byelaws have been enacted by the Regional Executive Committee (REC) 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 REC and reported to the next Annual General Meeting (AGM) of the RSC.

These Byelaws were approved at a meeting of the REC held on 9th March 2015 subject to approval of the constitutional change

Contact Information

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

Arrangements for Meetings of Committees and sub-Committees

- (a) The quorum for RSC meetings is 25 RSC members present in person.
- (b) The quorum for REC meetings is 1/3rd REC members present in person.
- (c) The REC shall set the quorum for meetings of its sub-committees, as contained within these Byelaws.
- (d) In meetings of the RSC, the REC and its sub-Committees only members of such Council, Committee and sub-Committees respectively, may vote.
- (e) Members absent from meetings of the RSC, REC or its sub-Committees are not permitted to send a deputy as a member on their behalf.
- (f) The Regional Chair shall hold an REC agenda coordinating meeting with senior members of the Regional Team and other office bearers prior to an REC meeting to coordinate the agenda and ensure that the aspirations of all are considered in planning the business of the Region.
- (g) The REC shall normally meet on not less than four occasions each year.
- (h) Not less than 5 days notice of all meetings of the REC 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.
- (i) 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.
- (j) 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.

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- (k) 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 REC.
- (l) 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:
- (m) 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
- (n) 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
- (o) 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.
- (p) In addition to its AGM, the RSC may also hold Ordinary Meetings, to facilitate good relations between the Region, Districts and Groups.
- (q) Notices of motion for consideration at any meeting of the RSC or the REC 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.
- (r) The Chair of a meeting shall be the sole judge of points of order and their decision thereon shall be final.
- (s) The Chair may appoint and brief a deputy from within the membership of the REC as a temporary appointment to conduct the business of the REC during a short term period of absence.
- (t) 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 REC 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.
- (u) Minutes shall be kept of the proceedings of meetings of the RSC, REC and its Sub-Committees. The Regional Secretary shall be the custodian of all Minutes and ensure that these are circulated to members.
- (v) Members of the RSC shall have the right to inspect and take extracts from any of the Minutes of meetings of the RSC, the REC and its sub-Committees.
- (w) The appropriate involvement of Young People should be considered in the business of the Region.

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.

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Membership of the Regional Executive Committee

Only persons permitted by constitution or Byelaws are permitted to attend REC meetings:

Ex Officio members:

The Regional Commissioner, Regional Chair (RCh), Regional Secretary (RS), and Regional Treasurer (RT).

Office Bearers are approved (RCh) or elected (RS, RT) annually by the RSC at the AGM.

Elected Members:

Each of the four Districts within the Region is mandated to propose one RSC member from their District to serve on the REC, ratified by election 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.

All RSC members are eligible to stand for election by the RSC at its AGM as an additional, fifth, elected member post on the REC. This post can remain unfilled.

Nominated Members:

The Regional Commissioner can nominate members to the REC up to and including the number of elected members (four or five), in line with the RSC Constitution.

Co-Opted Members

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

Invited Members:

The REC may, from time to time, invite non-voting attendees to meetings of the Executive Committee or its sub-committees to progress the business of each body.

Length of Service:

Elected members of the RSC may serve for a maximum period of two consecutive two year terms.

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Sub Committees

The REC may, from time to time, form sub-committees to assist with the business of Scouting in the Region. Membership of sub-committees consists of members nominated by the REC in accordance with the Rules of The Scout Association as applicable in Scotland (here-in referred to as POR).

Remit and Membership of the Appointments Advisory Committee

The Appointments Advisory Committee is mandated by POR as a sub-Committee of the REC and functions as described in the Regional Constitution.

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.

The Appointments Advisory Committee shall consist of:

- An Appointments Chairman who shall be appointed annually by the REC with a maximum term of 5 years
- An Appointments Secretary who shall be appointed annually by the REC with a maximum term of 5 years; the initial terms of either the Chairman or Secretary may be shortened or extended to avoid both Chairman and Secretary demitting at the same time
- A pool of members, all of whom meet the validation criteria set out in POR, appointed by the REC

There must be a sufficient number of people on the Committee to enable three people to be found to undertake the meeting for each applicant. The Secretary does not have to be present at each meeting.