

SCOTTISH VARIATIONS FROM THE MARCH 2024 EDITION OF THE POLICY, ORGANISATION AND RULES (P.O.R.) OF THE SCOUT ASSOCIATION

Introduction

The Board of The Scout Association is empowered to appoint local bodies for the management of the Association's affairs in any particular part of the United Kingdom and to delegate to them all or any of the Board's powers. The affairs of the Association in Scotland have been delegated to Scouts Scotland (also referred to as Scottish Headquarters or SHQ), with a Board (known as the Board of Trustees of Scouts Scotland) for the management of its business.

As explained in 6.12.1.2 of Chapter 6 in P.O.R., some of the rules in P.O.R. do not apply in Scotland without modification. This document sets out Scottish Variations, as approved by the Board of Trustees of Scouts Scotland.

County - although in some parts of the British Isles, Scout Counties are known as Areas or Islands - and in one case Bailiwick - for ease of reading POR simply refers to County/Counties. There is no direct equivalent to a County or Area in Scotland.

Region / District

In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The responsibilities are outlined in Scottish Variations. Unless otherwise stated, all references to 'County' or 'Counties' relate to 'Region' or 'Regions' in Scotland.

Scottish Variations identifies which of these functions fall under the specific responsibility of Districts in Scotland.

Regional Lead Volunteer

Many references in P.O.R. to the post of Regional Commissioner (Regional Lead Volunteer) refers to England and Wales only. In Scotland, and referred to in Scottish Variations, a Regional Commissioner (Regional Lead Volunteer) leads a Region, which consists of a number of Scout Districts and they report to the Chief Volunteer of Scotland.

Validity

These Scottish Variations to the March 2024 edition of Policy, Organisation and Rules supersede the July 2023 edition.

Chapter 4 - Local organisation of sections, Groups, Districts and Scottish Regions

4.5.2 The King's Scout Award

The completed application should be sent to Scouts Scotland who will dispatch the appropriate emblems and badges to the District Commissioner (District Lead Volunteer).

4.5.5 The Duke of Edinburgh's Award

4.5.5.1 Scouts Scotland is a Licenced Organisation for the Duke of Edinburgh's (DofE) Award

4.5.5.3 The Regional Commissioner (Regional Lead Volunteer) should identify a member of the Region Team to coordinate support for the Duke of Edinburgh's Award. This person must participate in DofE Verifier Training prior to being given verifier permissions and participate in DofE Adviser Induction (provided by Scouts Scotland) within 3-months of agreeing to this task.

4.5.5.5 The District Commissioner (District Lead Volunteer) **may not** appoint a District DofE Adviser as support for DofE is provided by Regions in Scotland.

4.5.5.8 All Expedition Assessors must have The Scout Association or Scouts Scotland listed as a Licenced Organisation on their DofE training record.

4.5.5.12 Gold Award Badges are presented locally by the District Commissioner (District Lead Volunteer) or their nominee.

Chapter 5 - Local governance of Groups, Districts and Regions (Scotland)

There have been some significant changes to Policy, Organisation and Rules, and particularly in relation to "Chapter 5 – Local governance of Groups, Districts, Counties".

Chapter 5 in Policy, Organisation and Rules reflects the requirements for the Annual General Meetings of the Groups, Districts and Regions (Scotland). It also reflects a change from Executive Committees to Trustee Boards for Groups, Districts and Regions (Scotland) and the role name change from Executive Committee Member to Trustee.

Scouts Scotland have developed new Model Constitutions for a Group, District or Region in Scotland, which reflects these changes. These Model Constitutions align with Policy, Organisation and Rules and relevant Scottish Variations and can be found on the Scouts Scotland website.

Although every charity can agree its own constitution, it is strongly recommended that Groups, Districts or Regions in Scotland adopt the Model Constitutions developed by Scouts Scotland. In the interests of openness, the Scout Council should re-adopt their constitution at each Annual General Meeting and record this in the Minutes.

If a Group, District or Region in Scotland adopts unchanged the Model Constitution, it should record in its Minutes that the Model Constitution in Scottish Variation from Policy, Organisation and Rules is fully adopted as its constitution. If there are any local amendments, they should record that Scottish Variation from Policy, Organisation and Rules is the basis of its constitution and set out the specifics of the local amendments along with clear reasoning for the amendments.

5.1 Scope

A Group, District or Region in Scotland may decide to register as an Unincorporated Scottish Charity but is not required to do so.

5.2 Constitution – Governance Context

A Group, District or Region in Scotland may decide to register as an Unincorporated Scottish Charity but is not required to do so.

5.3 Constitution - Requirement

A Model Constitution for a Group, District or Region in Scotland is appended as Annex A, B and C respectively to Scottish Variations from POR.

5.3.1.5 Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5.4 Constitution for a Group

5.4.6 Group Trustee Board – Purpose

5.4.6.1 Members of the Group Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

5.4.7 Group Trustee Board - Membership

5.4.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5.4.7.5 A Group in Scotland may decide to register as an Unincorporated Scottish Charity but is not required to do so.

5.5 Constitution for a District

5.5.6 District Trustee Board – Purpose

5.5.6.1 Members of the District Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

5.5.7 District Trustee Board – Membership

5.5.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5.5.7.5 A District in Scotland may decide to register as an Unincorporated Scottish Charity but is not required to do so.

5.6 Constitution for a Region (Scotland)

5.6.6 Region Trustee Board – Purpose

5.6.6.1 Members of the Region Trustee Board must act collectively as Charity Trustees (if a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of its members.

5.6.7 Region Trustee Board – Membership

5.6.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5.6.7.5 A Region in Scotland may decide to register as an Unincorporated Scottish Charity but is not required to do so.

5.7 Finance and commercial matters

5.7.1 Finance in Groups, Districts, Regions (Scotland)

5.7.1.1 Certain rules in this Section do not apply, without modification, in parts of the British Isles outside England and Wales. (See also Scottish Variation from Chapter 13).

5.7.1.2 A Group, District or Region in Scotland may decide to register as an Unincorporated Scottish Charity but must act with the same duties and responsibilities even if they are not registered and in the best interests of its members.

5.7.1.3 The Charities Act 2011 apply directly only in England and Wales. Charities in Scotland must comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

5.7.2 Statement of Accounts

5.7.2.2 The Group Trustee Board must ensure that signed copies of the Trustees' annual report and accounts are sent to the District Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

The District Trustee Board must ensure that signed copies of the Trustees' annual report and accounts are sent to the Regional Treasurer within the 14 days following the relevant Annual General Meeting at which the annual report and accounts were received and considered.

For a Region (Scotland), signed copies of the Trustee's annual report and accounts must be sent to Scouts Scotland within the 14 days following the Region's Annual General Meeting at which the annual report and accounts were received and considered.

5.7.2.3 If the Group, District or Region is a registered Scottish charity a copy of the annual report and accounts must also be sent to the Office of the Scottish Charity Regulator within nine months of the charity's financial year end.

5.7.2.5 If the Group, District or Region is a registered charity, the Annual Report and Statement of Account must include a Trustee's Annual Report, an Independent Examiners' Report, a Receipts and Payments Account, a Statement of Balances (including a list of assets and liabilities) and Notes to the Accounts.

5.7.2.6 The annual Statement of Account must be in the format of one of two model annual statements available from Scouts Scotland. These models are suitable for Receipts and Payments accounts and Fully Accrued (SORP) accounts. The appropriate model will depend upon the gross income in the financial year and whether the Group, District or Region has any special funds whose use is restricted to particular purposes rather than the general purposes of the Group, District or Region.

5.7.3 Independent Examination of Accounts

5.7.3.2 The auditor or independent examiner must carry out an external examination of the accounts in accordance with the requirements of the Charities and Trustee Investments (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006 (as amended).

A report to the Trustee Board must be completed in accordance with one of the models in the specimen accounts referred to in the Scouts Scotland Guidance as appropriate to an independent examiner or an auditor.

5.7.5 Bank Accounts

5.7.5.7 Group, District or Region funds must be invested as specified by the Charities and Trustees Investment (Scotland) Act 2006.

5.7.6 Disposal of Assets

5.7.6.4 Assets or liabilities remaining after closure

b) Any assets remaining after the closure of a District will automatically pass to the Regional Scout Council which shall use or dispose of these assets at its absolute discretion solely for the purposes of Scouting.

c) Any assets remaining after the closure of a Region will automatically pass to the Scouts Scotland, which shall use or dispose of these assets at its absolute discretion, solely for the purposes of Scouting

5.7.8 Payment of the Membership Subscription

In terms of the Constitution of the Scottish Council, the Membership Subscription in Scotland is in two parts (a) a sum payable to UK Headquarters (through Scottish Headquarters), the amount of which is determined by agreement between UK Headquarters and the Board of Trustees of Scouts Scotland and (b) a sum determined annually by the Board of Trustees of Scouts Scotland.

Chapter 6 - The Structure of the Headquarters of The Scout Association

6.10.5 Regional Commissioner (Regional Lead Volunteer)

6.10.5 In Scotland, Regional Commissioners (Regional Lead Volunteers) are appointed by the Chief Volunteer of Scotland.

6.10.5.1 The appointment of a Regional Commissioner (Regional Lead Volunteer) remains valid until the fifth anniversary of the date of the appointment. Shorter terms may be agreed.

6.10.5.2 The appointment of Regional Commissioners (Regional Lead Volunteers) is subject to formal review by the Chief Volunteer of Scotland.

6.10.5.3 The appointment of a Regional Commissioner (Regional Lead Volunteer) may be renewed for a second period not exceeding five years.

6.10.5.4 Regional Commissioners (Regional Lead Volunteers) are ex-officio members of all District Scout Councils in their Region and have Right of Attendance at all District Trustee Boards in their Region.

6.13 Companies and Trusts associated with The Scout Association

6.13.1.3 The Scout Association Trust Corporation (SATC) does not apply to Scotland. Refer to Scottish Variations to Chapter 13 of Policy, Organisation and Rules for Safe Custody of Documents in Scotland.

Chapter 10 - Uniform, Badges and Emblems

10.18 Marching Bands

10.18.1.3 Additional options:

e) A dark blue Balmoral bonnet with the metal Arrowhead Badge is added to the list of additional optional items: the Balmoral should have short tails and a navy blue “toorie”, but not a diced border.

10.22 Badges and Awards – Supply

10.22.1.1 Badges and awards must be obtained through Scout Store, Regional Badge Secretaries, or District Badge Secretaries. Scottish specific badges may be purchased direct from Scouts Scotland Headquarters or Glasgow Scout Shop.

10.26 Identifying Group, District and Region (Scotland) Badges

In addition to the items listed, a Scottish emblem consisting of a St Andrew’s Cross with the word “Scotland” below is authorised for wear on uniform by members in Scotland. It is worn at the top of the right shoulder, immediately below any Group name tape and above any District/Region badge.

Chapter 11 - Awards and recognition of service

11.1 Award Nominations

11.1.1.3 In Scotland, award nominations for Good Service (Silver Acorn, Bar to the Silver Acorn & Silver Wolf) as well as Meritorious Conduct, Gallantry, Cornwell Scout Badge & Chief Scouts Personal Award are additionally approved by the Chief Volunteer of Scotland. Following their approval, the nomination will be forwarded to the National Awards Advisory Group. Support from the Scottish Awards Advisory Group may be sought before doing this.

Chapter 13 - Trusteeship, Property and Equipment

Certain rules in this chapter do not apply without modification, in parts of the British Isles outside England and Wales.

13.1.1 Persons not allowed to act as Trustees

13.1.1.1 A Scout Group, District or Region in Scotland may be registered as a charity and where so, the Members of the Group, District or Region Trustee Board are the charity trustees of the Group, District or Region.

13.1.1.2 The Charities Acts apply to England and Wales only. The Charities and Trustee Investment (Scotland) Act 2005 applies to Scotland.

13.1.1.4 The Charities Acts apply to England and Wales only. The Charities and Trustee Investment (Scotland) Act 2005 applies to Scotland.

13.1.1.5 Certain people are disqualified from continuing as a trustee, or from becoming a trustee. They are people who:

- have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is regarded as spent; or are undischarged bankrupts; or
- have made compositions with their creditors under the Insolvency Act 1986 which have not been discharged; or
- have at any time been removed by the Charity Commissioners or the Office of the Scottish Charity Regulator or by any court in the United Kingdom from being a trustee because of misconduct; or
- are disqualified from being company directors; or
- have failed to make payments under county court administration orders or similar in Scotland.

13.1.2 The Charities Acts

These rules do not apply in Scotland.

13.1.3 Safe Custody of Documents

Scottish Headquarters can arrange for the safe custody of Title Deeds, Leases, Deeds of Trust, Minutes of Agreement, Insurance Policies and other important documents.

13.3 Land and Property

13.3.1 Property and Equipment

The Scout Association Trust Corporation (SATC) does not operate in Scotland. In Scotland the following rules apply in regard to the ownership of property and equipment.

Any heritable property which the Scottish Council, any Regional Scout Council, any District Scout Council or any Group may acquire by purchase, lease, gift or otherwise shall be vested in and the Title thereto shall be taken in the names of:

- In the case of the Scottish Council – the Chief Volunteer of Scotland, the Chair, the Treasurer of the Board of Trustees of Scouts Scotland and the Chief Executive Officer or any three of them for the time and their successors in office as Trustees for the Scottish Council, or
- In the case of a Regional Scout Council, District Scout Council or Group – the Regional Commissioner (Regional Lead Volunteer), the Regional Chair and the Regional Treasurer of the Region Trustee Board or any two of them for the time and their successors in office as Trustees for the benefit of the Regional Scout Council, District Scout Council or Group as the case may be.
 - Where historic Title Deeds are still vested in the Trustee Office Bearers of former Counties, Shires or Areas, these are still legally acceptable through a Deduction of Title lodged with, and accepted by Registers of Scotland
- Such Trustees, or a majority of them, have power to sell in respect of the heritable property or any part thereof vested in them as aforesaid, and they have the power to borrow on the security thereof for the benefit of Scouts Scotland, the Regional Scout Council, District Scout Council or Group as the case may be.

All moveable property including cash and debts due to the Scottish Council, any Regional Scout Council, any District Scout Council or any Group, and claims of every description competent to them shall be held to be vested in the Scottish Council, the Regional Scout Council, the District Scout Council or the Group.

Power to take any proceedings necessary to safeguard, recover, vindicate or pursue the same shall be

vested in respectively: -

(a) the Chief Volunteer of Scotland, the Chair, the Treasurer of the Board of Trustees and the Chief Executive Officer for the time or any two of them.

(b) the Regional Commissioner (Regional Lead Volunteer), the Regional Chair, and the Regional Treasurer for the time or any two of them.

(c) the District Commissioner (District Lead Volunteer), the District Chair, and the District Treasurer for the time or any two of them.

(d) the Group Scout Leader (Group Lead Volunteer), the Group Chair, and the Group Treasurer for the time or any two of them.

Any leases, except heritable leases as aforementioned, and other probative writings entered into by the Scottish Council (or the Board of Trustees of Scouts Scotland on its behalf), any Regional Scout Council, any District Scout Council or any Group shall be executed for and on their behalf by those listed in (a), (b), (c) and (d) above respectively.

Rule 13.4 Investments

13.4.1.1 For any given Group, District or Region, powers of investment are governed by the Charities and Trustee Investment (Scotland) Regulations 2006.

Chapter 16 – Adult Roles

Non-members who require a criminal record check

16.7.2.2 Helpers must have a satisfactory Personal Enquiry and be recorded in the adult membership system before they can participate in regulated activity that includes:

- a) Assisting with overnight activities (including Nights Away) or will undertake any other role that may be determined to be a childcare role under the Protection of Children (Scotland) Act or will have unsupervised access to young people.
- b) Helping out more than once per month in Scotland
- c) Having unsupervised access to young people

Roles Table

In Scotland there are a number of appointments at District and Regional level which differ from similarly named roles in the rest of the UK. Care should be taken with appointments and advice on role descriptions should be sought from Scouts Scotland.

The Scout Region

In Scotland, a Scout Region comprises several Scout Districts. A Region has primarily, the responsibility for growth, development and adult volunteer support. A District has primarily, the responsibility for youth programme.

Responsibilities of Appointments in the Scout Region

The Regional Commissioner (Regional Lead Volunteer)

In Scotland, the Regional Commissioner (Regional Lead Volunteer) is responsible to the Chief Volunteer of Scotland for the support and development of Scouting within the Scout Region.

If the role of Regional Commissioner (Regional Lead Volunteer) is vacant, the Chief Volunteer of
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Scotland will ensure that their tasks are undertaken by somebody else or themselves. The tasks of a Regional Commissioner (Regional Lead Volunteer) may also be divided amongst the rest of the Regional Team to make this more manageable.

If there is a Deputy Regional Commissioner, they may be called upon to deputise for the Regional Commissioner (Regional Lead Volunteer).

Adult Learning

In Scotland, we maintain different responsibilities for Districts and Regions.

Broadly speaking, Districts are responsible for ensuring adult volunteers complete Getting Started learning in line with the requirements of their role and Regions are responsible for providing adequate opportunities for adult volunteers to do complete the Wood Badge.

ANNEX A - MODEL CONSTITUTION FOR A GROUP SCOUT COUNCIL

All Scout Groups must adhere to the current version of Policy Organisation and Rules of The Scout Association and the Scottish Variations from POR published by Scouts Scotland.

The undernoted constitution is a supplement to the adopting of those documents and replicates provisions from the POR and Scottish Variations from POR for the purpose of clarity.

The [Insert Scout Group Name] Group Scout Council

The Group Scout Council has a governance role for the charity and, in particular, appoints the Group Trustee Board. The Trustee Board is responsible for the governance of the charity and is accountable to the Group Scout Council.

The Group Scout Council has no Trustee responsibilities.

Membership of the Scout Council does not provide membership of the Scouts

Charitable Objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Group Scout Council Membership

The ex-officio members of the Group Scout Council are:

All adult members of the Scout Group

All Patrol Leaders of the Troop(s) in the Group

All parents or carers of Squirrels, Beavers, Cubs and Scouts

All Explorer Scout Leader(s)*

Explorers*

All parents or carers of Explorers*

** if so stated in a Partnership Agreement between the Unit, the Group and the District*

The Sponsoring Authority, where there is one, or its nominee

The District Commissioner (District Lead Volunteer)

The District Trustee Board Chair

Appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader (Group Lead Volunteer) and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio members.

Appointed members of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The Regional Commissioner (Regional Lead Volunteer) has a right of attendance at all Group Scout Council meetings in the Region.

Membership of the Group Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the Group Scout Council
- dissolution of the Scout Council
- termination of membership by Headquarters following a recommendation by the Group Trustee Board

Annual General Meeting

The Group Scout Council must hold an Annual General Meeting within six months of the end of the Scout Group's financial year.

The Annual General Meeting must:

Undertake governance oversight

- Adopt (or re-adopt) the constitution of the Scout Group
- Note the dates of the Scout Group's financial year
- Agree the number of members that may be appointed to the Group Trustee Board
- Agree the quorum for meetings of the Group Scout Council

Review the previous year

- Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
- The accounts must have been examined by an appropriate auditor or independent examiner
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner

Make appointments

- Approve the appointment of the Chair of the Group Trustee Board
- Approve the appointment of the Treasurer of the Group Trustee Board
- Approve the appointment of members of the Group Trustee Board
- Approve the appointment of any Group Presidents or Group Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

The Group Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout Group's next Annual General Meeting

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Apart from the AGM the Group Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least 14 days in advance to all those eligible to attend. This notice may be sent by written or electronic means.

The Group Trustee Board

The Group Trustee Board is a team of volunteers who work together, as Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Group Trustee Board must act collectively as Charity Trustees (if the Scout Group is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interest of the charity and its members to:

- Ensure the Group is well managed, carrying out its purposes for the public benefit, complying with the Group's governing document and the law and managing the Group's resources responsibly.
- Comply with Policy Organisation and Rules of the Scout Association and Scottish Variations from POR, including effective management of the Key Policies listed in chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- Ensure that young people are meaningfully involved in decision making at all levels within the Group
- Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Group including delivery of the high-quality programme
- Ensure that a positive image of Scouting exists in the local community
- Develop and maintain a risk register, including putting in place appropriate mitigations
- Ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
- Maintain and manage a reserves policy for the charity (including a plan for use of reserves outside of the minimum), an investment policy for the Group and a public benefit statement for the Group
- Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- Promote and support the development of Scouting in the local area
- Manage the Group's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouting.
- Appoint and manage the operation of any sub committees, including appointing a Chair to lead the sub-committees
- Ensure that effective administration is in place to support the work of the Trustee Board
- Appoint any Co-opted members of the Trustee Board
- Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- Present the Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting; file a copy with the District Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- Maintain confidentiality with regard to appropriate Trustee Board business
- Apply a transparent selection process to recommend to the Group Scout Council appropriate members of the Group Trustee Board
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- Provide support to the Group Scout Leader (Group Lead Volunteer), when required, to assist the opening, change, merging or closing of sections in the Group as necessary

The Group Trustee Board may create sub-committees to manage the work it deems necessary ensuring that the purpose of each sub-committee is governance-focused and has been agreed by the Group Trustee Board, that it consists of members approved by the Group Trustee Board, that the Chair of the Group Trustee Board and the Group Scout Leader (Group Lead Volunteer) are ex-officio members of each sub-committee.

Members of sub-committees are not Trustees unless they are members of the Group Trustee Board.

The Group Trustee Board meetings should be held at least four times per year and distributed equally across the year.

Membership of the Group Trustee Board

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board

Ex officio, appointed and co-opted members of the Group Trustee Board are charity Trustees (if the Scout Group is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

All Trustees must complete training as specified in Policy, Organisation and Rules.

The Group Trustee Board consists of:

- The Group Chair
- The Group Treasurer
- The Group Scout Leader (Group Lead Volunteer)
 - Where there are joint role holders, only one of them may be an ex officio member of the Group Trustee Board. This should be decided in consultation with the Group Scout Leader (Group Lead Volunteers) and the Group Chair
- A maximum of nine further appointed Trustees. A Group Trustee Board should consist between 5-12 Trustees.

The District Commissioner (District Lead Volunteer), District Chair and the Regional Commissioner (Regional Lead Volunteer) each have a right of attendance at all Group Trustee Boards.

The Sponsoring Authority or its nominee, has a right of attendance at a Group Trustee Board

Each Group Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Group.

If a Group Trustee Board Chair, or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the Group Scout Leader (Group Lead Volunteer). These appointments are short term until the next annual general meeting. The Trustees must either:

- Appoint a current Trustee to the role, or
- Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer

In extreme circumstances, the Group Scout Leader (Group Lead Volunteer) may act as Chair for a short period of time.

Conduct of Group Trustee Board Meetings

Only members as defined may vote in meetings of Group Scout Council and Group Trustee Board. At its Annual General Meeting, the Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council. The quorum for a Group Trustee Board is one third of the Trustees plus one.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

Minutes, approved by the Chair should be circulated to all members (Group Trustee Board meetings) as soon as possible and in case of the Group Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

Electronic voting (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.

The Group Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

ANNEX B - MODEL CONSTITUTION FOR A DISTRICT SCOUT COUNCIL

All Scout Districts must adhere to the current version of Policy Organisation and Rules of The Scout Association and the Scottish variations from POR published by Scouts Scotland.

The undernoted constitution is a supplement to the adopting of those documents and replicates provisions from the POR and Scottish variations from POR for the purpose of clarity.

The [Insert Scout District Name] District Scout Council

The District Scout Council has a governance role for the charity and, in particular, appoints the District Trustee Board. Its geographical boundaries are agreed between the District Scout Council and the [Insert Scout Region Name] Regional Scout Council. The Trustee Board is responsible for the governance of the charity and is accountable to the Scout Council.

The District Scout Council has no Trustee responsibilities.

Membership of the Scout Council does not provide membership of the Scouts

Charitable Objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

District Scout Council Membership

The ex-officio members of the District Scout Council are:

All adult members with a District role

All adults with the following appointments in the Scout Groups in the District

- Group Scout Leader (Group Lead Volunteer)
- Group Trustee Board Chair
- Group Trustee Board Treasurer
- Section Leader
- Assistant Section Leader
- Group Scout Active Support Managers

All Explorer Scouts (including Young Leaders)

All members of the District Scout Network

All parents and carers of Explorer Scouts (including Young Leaders)

A representative of the District Troop Leadership Forum, selected from amongst the membership of the Forum

The Regional Commissioner (Regional Lead Volunteer)

The Regional Trustee Board Chair

The appointed members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Commissioner (District Lead Volunteer) and the District Trustee Board. The number of appointed members must not exceed the number of ex-officio members.

Appointed members of the District Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The Chief Volunteer of Scotland has a right of attendance at all District Scout Council meetings in the Country.

Membership of the District Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the District Scout Council
- dissolution of the Scout Council
- termination of membership by Headquarters following a recommendation by the District Trustee Board

Annual General Meeting

The District Scout Council must hold an Annual General Meeting within six months of the end of the Scout District's financial year.

The Annual General Meeting must:

Undertake governance oversight

- Adopt (or re-adopt) the constitution of the Scout District
- Note the dates of the Scout District's financial year
- Agree the number of members that may be appointed to the District Trustee Board
- Agree the quorum for meetings of the District Scout Council

Review the previous year

- Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
- The accounts must have been examined by an appropriate auditor or independent examiner
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner

Make appointments

- Approve the appointment of the Chair of the District Trustee Board
- Approve the appointment of the Treasurer of the District Trustee Board
- Approve the appointment of members of the District Trustee Board
- Approve the appointment of any District Presidents or District Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required
- Nominate representatives of the District Scout Council to represent the District on the Regional Scout Council

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

The District Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout District's next Annual General Meeting

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Apart from the AGM the District Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least 14 days in advance to all those eligible to attend. This notice may be sent by written or electronic means.

The President (if one has been appointed and if they are present and wishes to take the chair) shall

preside at meetings of the District Scout Council. Otherwise the District Chair shall preside or, in their absence, the meeting shall elect a chair from the members present.

The District Trustee Board

The District Trustee Board is a team of volunteers who work together, as Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the District Trustee Board must act collectively as Charity Trustees (if the Scout District is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of the charity and its members to:

- Ensure the District is well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.
- Comply with Policy Organisation and Rules of the Scout Association and Scottish variations from POR, including effective management of the Key Policies listed in chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- Ensure that young people are meaningfully involved in decision making at all levels within the District
- Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the District including delivery of the high-quality programme and resource requirements of the training programme
- Ensure that a positive image of Scouting exists in the local community
- Develop and maintain a risk register, including putting in place appropriate mitigations
- Ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
- Maintain and manage a reserves policy for the District (including a plan for use of reserves outside of the minimum), an investment policy for the charity and a public benefit statement for the District
- Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
- Promote and support the development of Scouting in the local area
- Manage the District's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouting.
- Appoint and manage the operation of any sub committees, including appointing a Chair to lead the sub-committees
- Ensure that effective administration is in place to support the work of the Trustee Board
- Appoint any Co-opted members of the Trustee Board
- Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting
- Present the Annual Report and Annual Accounts to the District Scout Council at the Annual General Meeting; file a copy with the Regional Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor

- Maintain confidentiality with regard to appropriate Trustee Board business
- Apply a transparent selection process to recommend to the District Scout Council appropriate members of the District Trustee Board
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- Provide support to the District Commissioner (District Lead Volunteer), when required, to assist the opening, change, merging or closing of Groups, Explorer Scout Units and Scout Networks in the District as necessary
- Create a support network amongst Scout Groups, particularly in relation to finance and the trusteeship of property.
- Comply with legislation applicable to charities in Scotland

The District Trustee Board may create sub-committees to manage the work it deems necessary ensuring that the purpose of each sub-committee is governance-focused and has been agreed by the District Trustee Board, that it consists of members approved by the District Trustee Board, that the Chair of the District Trustee Board and the District Commissioner (District Lead Volunteer) are ex-officio members of each sub-committee.

Members of sub-committees are not Trustees unless they are members of the District Trustee Board

The District Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-committees, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the District Scout Council.

All ex officio, appointed and co-opted members of the District Trustee Board shall serve as charity trustees for the District Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the District Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouting. In particular, but without limitation, the District Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report:

- to lend and to borrow
- to invest widely
- to raise funds by levying a subscription on members of the Association in the District
- to award grants, including grants to one or more of their members
- to engage one or more of their members or their relations, either directly or through a connected company or firm, to provide on a commercial basis services which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
- to reimburse one or more of their members from the District Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

The District Trustee Board meetings should be held at least four times per year and distributed equally across the year.

Membership of the District Trustee Board

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board

Ex officio, appointed and co-opted members of the District Trustee Board are charity Trustees (if the Scout District is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

All Trustees must complete training as specified in Policy, Organisation and Rules.

At District, all Trustee Boards and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

The District Trustee Board consists of:

- The District Chair
- The District Treasurer
- The District Commissioner (District Lead Volunteer)
 - Where there are joint role holders, only one of them may be an ex officio member of the District Trustee Board. This should be decided in consultation with the District Lead Volunteers and the District Chair
 - The District Youth Commissioner (District Youth Lead)
- A maximum of eight further appointed Trustees. A District Trustee Board should consist between 5-12 Trustees.

The Regional Commissioner (Regional Lead Volunteer) and the Regional Chair each have the right of attendance at a District Trustee Board.

Each District Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the District.

If a District Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the District Commissioner (District Lead Volunteer). These appointments are short term until the next annual general meeting. The Trustees must either:

- Appoint a current Trustee to the role, or
- Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer

In extreme circumstances, the District Commissioner (District Lead Volunteer) may act as Chair for a short period of time.

Conduct of District Trustee Board Meetings

Only members as defined may vote in meetings of District Scout Council and District Trustee Board. At its Annual General Meeting, the District Scout Council must make a resolution defining a quorum for meetings of the District Scout Council. The quorum for a District Trustee Board is one third of the Trustees plus one.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

Minutes, approved by the Chair should be circulated to all members (District Trustee Board meetings) as soon as possible and in case of the District Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

Electronic voting (such as email) is allowed for decision making of the District Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.

The District Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

ANNEX C - MODEL CONSTITUTION FOR A REGIONAL SCOUT COUNCIL

All Scout Regions must adhere to the current version of Policy Organisation and Rules of The Scout Association and the Scottish variations from POR published by Scouts Scotland.

The undernoted constitution is a supplement to the adopting of those documents and replicates provisions from the POR and Scottish variations from POR for the purpose of clarity.

The [Insert Scout Region Name] Regional Scout Council

The Regional Scout Council has a governance role for the charity and, in particular, appoints the Regional Trustee Board. Its geographical boundaries agreed between the Regional Scout Council and the Scottish Scout Council. The Trustee Board is responsible for the governance of the charity and is accountable to the Scout Council.

The Regional Scout Council has no Trustee responsibilities.

Membership of the Scout Council does not provide membership of the Scouts

Charitable Objects

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Regional Scout Council Membership

The ex-officio members of the Regional Scout Council are:

All adult members with a Regional role

All adults with the following appointments in the Scout Districts in the Region

- District Commissioner (District Lead Volunteer)
- District Trustee Board Chair
- District Trustee Board Treasurer
- District Youth Commissioner (District Youth Lead)
- District Scout Active Support Managers

A representative of the Regional Explorer Scout Leadership Forum, selected from amongst the membership of the Forum

A representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the Region

The Chief Volunteer of Scotland

The appointed members of the Regional Scout Council are other supporters of the Region appointed by the Regional Scout Council on the recommendation of the Regional Commissioner (Regional Lead Volunteer) and the Regional Trustee Board. The number of appointed members must not exceed the number of ex-officio members.

Appointed members of the Regional Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The Regional Scout Council may include representatives from Girlguiding, religious bodies, schools, local authorities or other youth organisations where it is desired to maintain co-operation. They are not required to be members of the Scouts.

Membership of the Regional Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the Scout Council
- dissolution of the Scout Council
- termination of membership by Headquarters following a recommendation by the Regional Trustee Board

Annual General Meeting

The Regional Scout Council must hold an Annual General Meeting within six months of the end of the Scout Region's financial year.

The Annual General Meeting must:

Undertake governance oversight

- Adopt (or re-adopt) the constitution of the Scout Region
- Note the dates of the Scout Region's financial year
- Agree the number of members that may be appointed to the Regional Trustee Board
- Agree the quorum for each of meetings of the Regional Scout Council

Review the previous year

- Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
- The accounts must have been examined by an appropriate auditor or independent examiner
- The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner

Make appointments

- Approve the appointment of the Chair of the Regional Trustee Board
- Approve the appointment of the Treasurer of the Regional Trustee Board
- Approve the appointment of members of the Regional Trustee Board
- Approve the appointment of any Regional Presidents or Regional Vice Presidents
- Appoint (or re-appoint) an auditor or independent examiner as required
- Elect representatives of the Regional Scout Council to be nominated members of the Council of The Scout Association (see Policy, Organisation and Rules for quota)
- Elect representatives of the Regional Scout Council to be nominated youth members of the Council of The Scout Association (see Policy, Organisation and Rules for quota)

All adult members in the Region are ex-officio members of the Scottish Scout Council so no nomination of such is required at the Regional Annual General Meeting.

Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required.

The Regional Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout Region's next Annual General Meeting

Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Apart from the AGM the Regional Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least 14 days in advance to all those eligible to attend. This notice may be sent by written or electronic means.

The President (if one has been appointed and if they are present and wishes to take the chair) shall preside at meetings of the Regional Scout Council. Otherwise the Regional Chair shall preside or, in their absence, the meeting shall elect a chair from the members present.

The Regional Trustee Board

The Regional Trustee Board is a team of volunteers who work together, as Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Regional Trustee Board must act collectively as Charity Trustees (if the Scout Region is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of the charity and its members to:

- Ensure the Region is well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.
- Comply with Policy Organisation and Rules of the Scout Association and Scottish variations from POR, including effective management of the Key Policies listed in chapter 2 – The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-Bullying Policy
- Ensure that young people are meaningfully involved in decision making at all levels within the Region
- Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Region including delivery of the high-quality programme and resource requirements of the training programme
- Ensure that a positive image of Scouting exists in the local community
- Develop and maintain a risk register, including putting in place appropriate mitigations
- Ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- Maintain and manage a reserves policy for the Region (including a plan for use of reserves outside of the minimum), an investment policy for the Region and a public benefit statement for the Region
- Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Region is properly protected and maintained
- Promote and support the development of Scouting in the local area
- Manage the Region's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouting.
- Appoint and manage the operation of any sub committees, including appointing a Chair to lead the sub-committees
- Ensure that effective administration is in place to support the work of the Trustee Board
- Appoint any Co-opted members of the Trustee Board
- Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting

- Present the Annual Report and Annual Accounts to the Regional Scout Council at the Annual General Meeting; file a copy with the Scouts Scotland Trustee Board; and if a registered charity, to the Office of the Scottish Charity Regulator
- Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor
- Maintain confidentiality with regard to appropriate Trustee Board business
- Apply a transparent selection process to recommend to the Regional Scout Council appropriate members of the Regional Trustee Board
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific personnel insurance is in place
- Provide support to the Regional Commissioner (Regional Lead Volunteer), when required, to assist the opening, change, merging or closing of Districts in the Region as necessary
- Create a support network amongst Scout Districts, particularly in relation to finance and the trusteeship of property.
- Comply with legislation applicable to charities in Scotland

The Regional Trustee Board may create sub-committees to manage the work it deems necessary ensuring that the purpose of each sub-committee is governance-focused and has been agreed by the Regional Trustee Board, that it consists of members approved by the Regional Trustee Board, that the Chair of the Regional Trustee Board and the Regional Commissioner (Regional Lead Volunteer) are ex-officio members of each sub-committee.

Members of sub-committees are not Trustees unless they are members of the Regional Trustee Board

The Regional Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-committees, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the Regional Scout Council.

All ex officio, appointed and co-opted members of the Regional Trustee Board shall serve as charity trustees for the Regional Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the Regional Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouting. In particular, but without limitation, the Regional Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report:

- to lend and to borrow
- to invest widely
- to raise funds by levying a subscription on members of the Association in the Region
- to award grants, including grants to one or more of their members
- to engage one or more of their members or their relations, either directly or through a connected company or firm, to provide on a commercial basis services which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
- to reimburse one or more of their members from the Regional Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

The Regional Trustee Board meetings should be held at least four times per year and distributed equally across the year.

Membership of the Regional Trustee Board

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board

Ex officio, appointed and co-opted members of the Regional Trustee Board are charity Trustees (if the Scout Region is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

All Trustees must complete training as specified in Policy, Organisation and Rules.

At Region, all Trustee Boards and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

The Regional Trustee Board consists of:

- The Regional Chair
- The Regional Treasurer
- The Regional Commissioner (Regional Lead Volunteer)
 - Where there are joint role holders, only one of them may be an ex officio member of the Regional Trustee Board. This should be decided in consultation with the Regional Lead Volunteers and the Regional Chair
- The Regional Youth Commissioner (Regional Youth Lead)
- A maximum of eight further appointed Trustees. A Regional Trustee Board should consist between 5-12 Trustees

The Chief Volunteer of Scotland and the Scouts Scotland Chair each have the right of attendance at meetings of the Regional Trustee Board.

Each Regional Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Region.

The Region's nominated members of the Council of The Scout Association must be invited to attend meetings of the Regional Trustee Board.

If a Regional Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair also being discussed with the Regional Commissioner (Regional Lead Volunteer). These appointments are short term until the next annual general meeting. The Trustees must either:

- Appoint a current Trustee to the role, or
- Co-opt a Trustee to take the role, subject to the provisions in the charity's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer. In extreme circumstances, the Regional Commissioner (Regional Lead Volunteer) may act as Chair for a short period of time.

Conduct of Regional Trustee Board Meetings

Only members as defined may vote in meetings of Regional Scout Council and Regional Trustee Board. At its Annual General Meeting, the Regional Scout Council must make a resolution defining a quorum for meetings of the Regional Scout Council. The quorum for a Regional Trustee Board is one third plus one.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

Minutes, approved by the Chair should be circulated to all members (Regional Trustee Board meetings) as soon as possible and in case of the Regional Scout Council in advance of the next meeting. All minutes to be retained and safely kept.

Electronic voting (such as email) is allowed for decision making of the Regional Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.

The Regional Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.