

THE BOYS' BRIGADE

DUNDEE & ANGUS BATTALION

RULES and REGULATIONS

1. **AUTHORITY :**

These Rules and Regulations are authorised in terms of the Battalion Constitution dated 25 February 2003, and any updates thereto.

2. **BATTALION COUNCIL :**

- (a) Battalion Council shall be the forum through which all functions of the Battalion's work shall be operated and controlled.
- (b) Battalion Council shall consist of all enrolled and registered Officers and Staff Sergeants of all sections of all companies within the Battalion (including Chaplains) together with Battalion Office-Bearers and all members of the Reserve of Officers and Honorary Members of Council.
- (c) Battalion Council shall appoint officials to manage the day-to-day running of the Battalion.
- (d) In order to further the work of the Battalion it shall be the duty of Battalion Council to maintain close contact with constituent companies, their parent churches and the relevant Presbytery/Church governing body.
- (e) 15 members of Council shall constitute a quorum.

3. **MEETINGS :**

- (a) The Battalion Council shall meet at least three times a year in the months of February, May and September and the Meeting in May shall be deemed The Annual General Meeting.
- (b) Any registered Officer and Staff Sergeant of The Boys' Brigade may attend Battalion Council, but shall speak only with the consent of the Chairman, and may not vote. By invitation of any member of the Council, any Instructor or Helper or anyone who is assisting with the work of a Task Group, or anyone whose presence is likely to further the interests of the Brigade, may be present at any Meeting of Battalion Council and may speak only with the consent of the Chairman, but may not vote.
- (c) The agenda for the Annual General Meeting shall include the following items of business; Appointments under paragraph 4 below; a Report of business on behalf of the Management Team in accordance with paragraph 5(h) below; the Financial Accounts for the year just ended in accordance with paragraph 7 below; and any other competent business at the request of the Management Team or, with the

approval of the Battalion President, any registered Officer or Staff Sergeant of the Battalion.

- (d) If any Special or Extraordinary Meeting of Battalion Council is requested it shall be called by the Battalion Secretary within 21 days of the receipt of a written request signed by no less than six registered Officers and/or Staff Sergeants and stating the business that it is desired be brought before the Council, or when deemed necessary by the Management Team. In cases of extraordinary urgency, such Meeting may be called at shorter notice by the authority of the Battalion President, "or in his absence a Vice-President".
- (e) At Meetings of Battalion Council, in the absence of the Battalion President or Vice-President(s), Council may appoint, to act as Chairman, another member of the Management Team, failing which, any other registered Officer or Staff Sergeant of the Battalion.
- (f) The Management Team shall meet "on the last Tuesday of August, October, November, January, March and April annually".
- (g) Voting on any matter shall be by show of hands unless Battalion Council or the Management Team resolve otherwise.
- (h) No decision of the Battalion Council or Management Team (if a delegated matter) shall be altered or revoked within a period of 6 months from the date of such a decision being taken, except where the President rules that a material change of circumstances has occurred to such an extent that it is appropriate for the issue to be reconsidered.
- (i) Task Groups are encouraged to meet at regular intervals to plan, implement and review their operations. Membership of each Task Group and Sub-Group shall be confirmed annually at the A.G.M..

4. **APPOINTMENTS :**

The Battalion Council shall make, by election at the Annual General Meeting in May, the following appointments – (see para. 2[c])

- (a) Honorary President(s), Honorary Vice-President(s), Honorary Members of Council.
- (b) President, Vice-President(s), Secretary, Treasurer, Chaplain: The President, Vice-President(s), Secretary, Treasurer and Chaplain shall be elected to serve a term of three years. The President, Vice-President(s) and Chaplain may be re-appointed for a maximum of two consecutive three year terms and thereafter will not be eligible for re-appointment for a period of three years. Appointment to an alternative position is permissible.
- (c) Internal and External Auditors or Independent Examiners of Accounts.
- (d) Up to three Members of the Management Team in accordance with paragraph 5(a) below.
- (e) No Officer or Staff Sergeant shall be appointed to any position in his or her absence without his or her written consent. It is desirable for the proper running of the Battalion that each available position is filled.

5. **THE MANAGEMENT TEAM :**

- (a) The Battalion Management Team shall be appointed annually at the Annual General Meeting and shall consist of the Battalion President, the Vice-President(s), the Battalion Secretary, the Battalion Treasurer and the Chaplain, (who are deemed to be the Office-Bearers), current Task Group Conveners, and up to three other registered Officers, Staff Sergeants or registered Reserve Officers, appointed by Battalion Council.
- (b) The Management Team shall meet as required.
- (c) 5 members shall constitute a quorum.
- (d) The Management Team shall make appointments to the Reserve of Officers as laid down in Brigade Regulations. (Reserve Officers are those no longer active in company work but willing to participate in the work of the Brigade.)
- (e) The Management Team shall be responsible for the enrolment of new Companies in accordance with Brigade Regulations. The Management Team may delegate these responsibilities to the Battalion Secretary, in which case reports of action taken shall be submitted to the Management Team regularly for information.
- (f) The Management Team shall be responsible for the operation of a Supplies Depot within any current negotiated arrangements and may appoint a Task Group Convener to oversee such an operation on their behalf.
- (g) The Management Team shall make appointments to any post outwith the Battalion as and when required.
- (h) The Management Team shall report regularly on its activities to the Battalion Council.

6. **TASK GROUPS:**

- (a) Task Groups may be formed by Battalion Council or the Management Team to carry out such work as may be remitted to them. Each Task Group or Sub-Group shall comprise a Convener (appointed by Battalion Council or the Management Team) and such other members as deemed appropriate. A Battalion Bands Committee to oversee and promote band work including competitions amongst individuals and bands shall be autonomous but constituted in terms of this Rule and shall come under the auspices of the Activities Task Group to whom it will report regularly. Members of Task Groups need not be members of Battalion Council. The Battalion President and the Battalion Secretary shall be ex-officio members.
- (b) In carrying out their remit, Task Groups are encouraged to interact with such agencies as are deemed desirable for the purpose.
- (c) Each Task Group shall keep Notes of all Meetings held and the Convener shall report regularly, in writing, to the Management Team on progress. The Convener shall also submit a report in writing prior to the Annual General Meeting in May or at the conclusion of Group's remit.

7. **FINANCE :**

- (a) The Financial Affairs of the Battalion shall be supervised by the Battalion Treasurer appointed by Battalion Council.
- (b) The Financial Year of the Battalion shall be from 1st April to 31st March, or other dates as Battalion Council shall decide.
- (c) The Battalion shall be registered with the Office of the Scottish Charity Regulator (OSCR) as a Charity in terms of the Charities and Trustee Investment (Scotland) Act 2005 and shall comply with the terms and conditions of the said Act.
- (d) The nominated Trustees of the Battalion in terms of the "Act" shall be the Battalion Management Team notwithstanding the terms and conditions in respect of those persons who may be disqualified from appointment.
- (e) The Financial Accounts of the Battalion shall be subject to audit or examination by properly qualified auditors or independent examiners of accounts as appointed by Battalion Council.
- (f) Each constituent company shall make an annual contribution to the funds of the Battalion. The amount payable shall be decided at the Annual General Meeting of the Battalion, payable not later than the 31st day of December.
- (g) If a Supplies Depot is operated, credit terms will be available to companies within the Battalion, subject to all outstanding accounts being paid within 60 days of the date of purchase but no later than 31st March in each year.

8. **GENERAL :**

- (a) The Brigade pattern of uniform as laid down in the Regulations agreed by Brigade Council, only shall be worn by companies in the Battalion. No article of uniform or equipment other than those sanctioned shall be adopted in any company.
- (b) The Battalion Website shall be the official medium of communication for the Battalion and shall be updated regularly in accordance with arrangements approved by the Management Team.
- (c) The Battalion may use other social media, e.g. Facebook, Twitter etc. sites to assist with communication across all aspects of its work.