

# **North Ayrshire Battalion**

## **Constitution and Rules**

### **BATTALION RULES**

1. The North Ayrshire Battalion of The Boys' Brigade (hereafter referred to as the battalion) is constituted as provided for in the constitution of The Boys' Brigade and these rules shall apply always subject to the terms of the said constitution.
2. The battalion shall include all companies situated within the area extending from Largs to the Eastern limits of Irvine New Town and inland to Kilbirnie and such other companies in the immediate neighbourhood that may apply for admission, as the Battalion Executive Committee (hereafter referred to as the executive) may deem it expedient to admit and as the executive of The Boys' Brigade may approve.
3. No company will affiliate with any organisation other than the church or Christian organisation to which they are attached without the prior approval of the executive and the necessary consent of the Brigade Executive.

### **COUNCIL OF OFFICERS**

4. There shall be a Council of Officers (hereafter referred to as the council) consisting of all enrolled officers serving within companies of the battalion, chaplains, members of the executive and members of the activities committee.
5. The annual general meeting of the council shall be held in the month of May:
  - i) To receive a report from the executive on the work of the last session.
  - ii) To adopt a statement of accounts for the past financial year and to agree a budget for the current financial year.
  - iii) To elect a president, a vice-president, a secretary, a treasurer and any other honorary office-bearers.
  - iv) To elect four representatives from the activities committee to serve on the executive committee.
  - v) To elect all other battalion officials.
  - vi) To appoint two independent examiners to examine the battalion accounts.
  - vii) To transact any other competent business.
6. Ordinary meetings of council shall be held as required.
7. The battalion secretary shall call a meeting of the council as business may require or as instructed by the executive or upon receipt of a requisition stating the object of the meeting and signed by at least ten members of the council and representing at least three companies. In the last case such meeting will be held within fourteen days of the receipt of the requisition.
8. All meetings of council shall be notified to each company captain, officer's-in-charge of all sections and the chairperson of the activities committee stating time, place and date of such meeting and giving the agenda of the principal business.
9. The function of the council shall be to approve the enrolment of companies and officers, to make rules for the efficient management of the battalion and generally to promote the interests of The Boys' Brigade in the area designated in article two.

10. At all meetings of council eighteen shall form a quorum drawn from at least eight companies. This shall apply whether the meeting is held face to face or virtually (Zoom etc).
11. At all meetings of council the battalion president shall occupy the chair, whom failing the battalion vice-president, whom failing an officer to be appointed by those present at the meeting.

### **OFFICE BEARERS**

12. A president, vice-president, secretary and treasurer shall be elected annually by the council. The officers elected to these posts shall be called the office bearer's in these rules. They shall be ex-officio members of all committee's, sub-committee's and other bodies in connection with the battalion or any part thereof. The same person shall not hold the offices of president or vice president for any period exceeding five consecutive years.

### **RESERVE OF OFFICERS**

13. Any officer who, for a satisfactory reason, is unable to continue in the active work of their company and whose service it is desired to retain for the benefit of the battalion may be appointed to the reserve of officers by the executive. The names on this roll will be reviewed annually in October by the executive and revised as necessary.

### **BATTALION EXECUTIVE**

14. The executive shall consist of the battalion office-bearers, the battalion chaplain, the chairperson of the activities committee, the anchor boys' convenor, the development officer, the chairperson of the training committee, the battalion PR officer and four members from the activities committee.
15. The executive shall meet on such occasions as the members may determine, however, not less than four meetings are envisaged each session. At all meetings of the executive seven shall form a quorum. This shall apply whether the meeting is held face to face or virtually (Zoom etc).
16. The executive shall have the power
  - (i) To enrol companies, to give a company a new number or reallocate a company number where the company is deemed to have lapsed.
  - (ii) To enrol officers and to accept their resignations.
  - (iii) To cancel the appointment of officers subject to their right of appeal to council.
  - (iv) To appoint retired officers or others to the reserve of officers.
  - (v) To supervise the work of the battalion and generally to exercise the powers of the battalion, subject to review by council.
17. The members of the executive shall be appointed annually at the annual general meeting of council.

### **FINANCE**

18.
  - i) The battalion financial year shall be from 6 April to 5 April. A statement of the year's accounts shall be prepared for submission to the annual general meeting of council. Such accounts shall carry the signatures of the independent examiners appointed by council
  - ii) Each company shall make an annual contribution towards the general funds of the battalion. Such contributions may only be determined at the annual meeting of council and must be remitted to the treasurer no later than 30 November of each session.
  - iii) At each meeting of the executive the treasurer shall submit a report detailing the current state of the battalion finances.
  - iv) The battalion shall not be responsible for any expenditure incurred by or on behalf of

- any company in the battalion without the express and prior approval of the executive.
- v) All funds belonging to the battalion shall be lodged in bank accounts in the name of the battalion to be operated on by the signature of the treasurer and any one of the office-bearers or other person as approved by the executive.
  - vi) Committees or sub-committees of the battalion shall not incur any expenditure in excess of £20.00 in any session without the prior approval of at least three members of the executive. This amount to be reviewed annually by council.

### **ACTIVITIES COMMITTEE**

- 19. The battalion shall form a committee to arrange, conduct and control all battalion activities, competitions, examinations, classes and any other matters as may be agreed by the executive. This shall be called the Battalion Activities Committee (elsewhere referred to as the activities committee).
- 20. The activities committee shall appoint a chairperson who shall be elected annually at the annual general meeting of council, up to two vice-chairpersons who shall be elected annually at the annual general meeting of council and a minute secretary who shall be elected annually at the annual general meeting of council.
- 21. The activities committee shall comprise of a maximum of three voting representatives from each company within the battalion, together with the convenors of the standing committee's. Battalion office-bearers shall also have a vote. In the event of an equality of votes the chairperson shall have a casting vote.
- 22. The activities committee shall appoint annually up to four representatives to serve on the executive for the ensuing year. In the event of illness or persistent non-attendance at the executive meetings, the activities committee will be empowered to no nominate an alternative.
- 23. At the activities committee meeting fifteen shall form a quorum drawn from at least seven companies. In the event of the meeting being held virtually (Zoom etc) 10 shall for a quorum drawn for at least six companies.

### **STANDING COMMITTEES**

- 24. Standing committees shall be appointed as and when required to make provision for the organisation and control for all battalion activities. A convenor for each activity will be elected annually at the annual general meeting of the activities committee.
- 25. The convenor of a standing committee may appoint other members of council to serve on the committee as required. The names of all appointed members shall be reported to the activities committee.
- 26. No work shall be undertaken by the standing committee without the prior approval of the activities committee.
- 27. Standing committee's shall in general encourage and supervise the branch of the work entrusted to them, all in accordance with the rules approved by the section committee.

### **GENERAL**

- 28. The chairperson's of any meeting shall have a casting vote in addition to their own vote. In the event of the chairperson not exercising their casting vote the matter before the committee shall be deemed to be lost.
- 29. Minutes shall be kept of all council, executive and activities committee meetings. Minutes shall not be required for standing committee meetings.

30. No article of uniform or accoutrement other than those laid down and sanctioned by the brigade manual for officers shall be adopted by any company in the battalion.
31. A battalion appointed queen's badge adviser, or in their absence any battalion office-bearer, shall be required to countersign all applications for queen's badges or any other badges as may be determined by council.
32. Alterations in the battalion rules and regulations may be made by the council after due notice of the change(s) proposed have been forwarded to the secretary at least fourteen days before such a meeting. Any such proposed alterations, other than those proposed by the executive, must be supported by members from at least three different companies within the battalion. A majority of two-thirds of the members of council present and voting will be required to approve any such change.
33. Boys who are or have been members of one company shall not, without the consent of the captain of that company, be admitted to any other company within the battalion during the session. The executive committee shall have the power to grant such a transfer where they consider permission to have been unwarrantably withheld.
34. Captains of companies shall advise the battalion secretary if any of the following changes occur:
  - i) An officer resigns.
  - ii) An officer changes their name or address.
  - iii) There is any change to the day, place or time of any of their company's section meetings.
35. Where possible all convenors of standing committees when organising competitions should avoid choosing Sunday's.
36. Battalion competitions shall be held in accordance with the guidelines laid down by the activities committee. These guidelines shall not form part of the battalion rules.
37. Uniform shall be worn at all competitions where deemed necessary by the appropriate standing committee.
38. All companies who do not return the statutory brigade returns by the due dates shall be subject to action by council.
39. The battalion will hold a church service every year. The format and date to be decided by the executive. Companies will be expected to keep this date free of all other commitments.
40. A development officer shall be appointed for the development of new and existing companies within the battalion. For liaison with churches and involvement in training. The development officer will co-opt a development team to assist in these duties.
41. Council agrees to the promotion of boys to the company section when they enter primary seven. Council also recognises that companies may prefer to delay this promotion for one year and will therefore leave the final decision to each individual company captain. All boys in primary seven will be eligible for all junior and certain company section events. In the case of company section events primary seven boys will be eligible to compete in the minor category only. P7 boys will NOT be eligible to compete in any company section football category that involves anyone aged 15 or over.