



The Royal British Legion Scotland
Registered Charity Number SC003323

THE CONSTITUTION
AND
RULES
OF
THE ROYAL BRITISH LEGION SCOTLAND
with
Standing Orders and
Terms of Reference for Standing Committees

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PREFACE

The Constitution of the Royal British Legion Scotland is the principle under which the Charity is governed. All members of the Royal British Legion Scotland are to be conversant with the contents of this document and the associated Rules and Standing Orders. Additionally, those serving on Standing Committees are to be conversant with the Terms of Reference for such committees.

This document supersedes all previous issues of the Constitution, which must be destroyed locally.

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Any reference implying one gender shall be deemed to apply equally to either or both genders as appropriate.

'Post' shall be taken to mean by Royal Mail or by electronic means such as e-mail.

1. Title

- 1.1. The title of the Organisation shall be “THE ROYAL BRITISH LEGION SCOTLAND”, hereinafter referred to as “the Legion”.
- 1.2. The Legion shall be constituted as an Unincorporated Association, registered charity number SC003323.

2. Principles and Policy

- 2.1. The Legion exists to perpetuate in civil life the Principles for which the Nation stands; to inculcate a sense of loyalty to the Crown, Community, State and Nation; to preserve the spirit of fellowship and service to others formed by all ranks and to maintain, in a strong, stimulating, united and democratic comradeship, all those who have served in H.M. Forces, or Auxiliary Forces, and others defined as eligible for membership of the Legion so that neither their efforts nor their interests shall be forgotten; that their welfare and that of the dependants of those who died in the service of their country may be safeguarded; and that just and equitable treatment shall be secured to them in respect of any difficulties caused in their lives as a result of their service. The Legion shall be non political and non sectarian.

3. Aims and Objects

- 3.1. This clause shall be interpreted as if it incorporated an over-riding qualification to the effect that in any case in which an activity permitted under this clause is in its nature capable of being carried on for purposes which are not charitable, or only partially so, as well as for wholly charitable purposes, (the words "charitable purposes" having the meaning ascribed to them for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and the Taxes Acts, including any statutory amendment or re-enactment for the time being in force (which meaning shall be assigned to the words "charitable purposes" wherever they appear in this Constitution)), the powers of the Legion under this clause shall be deemed to be limited to the carrying on of such activity in such manner as will not prejudice the charitable status of the Legion under the statutory provisions referred to above.
- 3.2. The charitable purposes of the Legion are:-

3.2.1. The prevention or relief of poverty amongst Men or Women who have at any time served with any Branch of the Naval, Military and Air Forces of the Crown (whether regular or reserve); Royal Observer Corps and members of HM Coastguard; the Merchant Navy; the Forces of Allied Nations; the Womens Land Army; the Womens Timber Corps; Bevin Boys, members of the War Widows Association or Adult Cadet Instructors and their spouses, partners and dependants, hereinafter referred to as “ex-Service men and women”;

3.2.2. The advancement of citizenship and community development by the encouragement of co-operation between ex-Service men and women and others supporting the objects of the Legion through the establishment of Branches, by promoting and encouraging volunteering and the principle of service to others and by perpetuating and honouring the memory of those who died in the service of their country through the education of the public and through acts of remembrance;

3.2.3. The relief of ex-Service men and women in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

3.2.4. The advancement of the arts, heritage, culture or science by promoting music, including the music of pipe bands and military bands and encouraging participation in music by young people; by preserving war memorials and by promoting and parading ceremonial colours as a tribute to those ex-Service men and women who have died in the service of their country and as a symbol of belief in our common culture;

3.2.5. The advancement of public participation in sport;

3.2.6. The provision of recreational facilities and the organisation of recreational activities with the object of improving the conditions of life for ex-Service men and women in particular and for members of the public generally; and

3.2.7. Any other purposes that reasonably may be regarded as analogous to any of the preceding purposes.

4. Powers

- 4.1. In furtherance of the charitable purposes of the Legion, but not otherwise the Legion shall have the following powers:-
- 4.2. To assist ex-Service men and women and their dependants in matters relating to war-pensions, pension appeals, allowances and grants;
- 4.3. To provide financial assistance where possible to members of immediate family wishing to visit the final resting place of relatives killed on active service;
- 4.4. To raise funds and co-ordinate fund raising for the purposes of assisting ex-Service men and women and their dependants;
- 4.5. To combine and/or co-operate with, takeover, amalgamate with or absorb any society having objects which are similar to the objects of the Legion;
- 4.6. To make representation about the needs of ex-Service men and women and their dependants to or in any Parliament, Government, Executive Agency or other public body;
- 4.7. To purchase, take on lease, hire, or otherwise acquire, any property or rights;
- 4.8. To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Legion;
- 4.9. To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Legion;
- 4.10. To borrow money, and to give security in support of any such borrowings by the Legion;
- 4.11. To employ such staff as are considered appropriate for the proper conduct of the Legion's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;

- 4.12. To engage such consultants and advisers as are considered necessary from time to time;
- 4.13. To effect insurance of all kinds;
- 4.14. To invest any funds which are not immediately required for the Legion's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments);
- 4.15. To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Legion's charitable purposes;
- 4.16. To establish and/or support any other charitable body, and to make donations for any charitable purpose falling within the Legion's charitable purposes;
- 4.17. To form any charitable company with similar charitable purposes to those of the Legion, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Legion's assets and undertaking;
- 4.18. To take such steps as may be deemed appropriate for the purpose of raising funds for the Legion's activities;
- 4.19. To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them);
- 4.20. To carry on any other activities which further any of the above charitable purposes; and
- 4.21. To do anything which may be incidental to or conducive to the furtherance of any of the Legion's charitable purposes.

5. Membership

- 5.1. The existing Members of the Legion and such other persons as qualify for Membership in terms hereof and are admitted as Members of the Legion by a Branch Committee shall be the Members of the Legion.

5.2. Ordinary Members

Any ex-Service man or woman who has served honourably for a period of not less than six consecutive months and who supports the aims and objects of the Legion shall be eligible for Ordinary Membership of the Legion.

5.3. Life Members

Life Members of the Legion shall be those Ordinary Members who have been awarded a National Certificate for Meritorious Service. The National Executive Committee shall draw up Rules for the awarding of National Certificates for Meritorious Service and shall make these known to Area Councils and Branches.

5.4. Honorary Members

Any man or woman who has not served at any time or for the qualifying time required for Ordinary Membership with any Branch of the Naval, Military and Air Forces of the Crown but who has given or may give outstanding service to the Legion shall be eligible for Honorary Membership of the Legion.

5.5. Any Ordinary or Life Member shall be entitled to vote or hold office or be a member of any Council or Committee of the Legion or of an Area or Branch. Honorary Members shall have the right to vote on matters relating to Branch business only and have the right, with the approval of Area Councils, to hold the offices of Honorary Secretary or Honorary Treasurer of a Branch.

5.6. Family and Associate Members

5.6.1. The wife, husband or partner of an Ordinary Member who supports the aims and objects of the Legion shall be eligible for Family Membership of the Legion. Such membership shall continue after the death of the Ordinary Member but shall end if the Ordinary Member is expelled.

5.6.2. Any man or woman who has not served at any time with any Branch of the Naval, Military and Air Forces of the Crown but who supports the aims and objects of the Legion shall be eligible for Associate Membership of the Legion.

5.7. The Branch Committee to which a Member belongs, or the Area Committee to which the Branch is affiliated, may reprimand suspend or expel any Ordinary Member, Life Member, Family or Associate Member or Honorary Member of the Legion by way of a resolution passed by majority vote at a meeting of the relevant Committee, providing that the following procedures have been observed:-

5.7.1. at least 21 days' notice of the intention to propose the resolution must be given to the Member concerned, specifying the grounds;

5.7.2. the Member concerned shall be entitled to be heard on the resolution at the meeting at which the resolution is proposed; and

5.7.3. the Member concerned shall be entitled to appeal the decision of the Branch Committee to the Area Committee or of the Area Committee to the National Executive Committee (hereinafter referred to as "the NEC") provided that such appeal is lodged at the Principal Office within 1 calendar month of the date of the reprimand, suspension or expulsion

5.8. Any person so expelled shall cease to be a Member of the Legion from the time at which the relevant resolution is passed.

6. Women's Section

6.1. There shall be a women's section of the Legion which shall be subject to such Rules as may be made from time to time by the NEC.

7. President and Vice Presidents

7.1. President

The NEC shall appoint a President of the Legion. Each person so appointed shall hold office for an initial period of three years and thereafter shall be eligible for re-appointment for subsequent periods of one year for up to a maximum of three further years.

- 7.2. Honorary Vice Presidents
- The commanders in Scotland of the Royal Navy, Army and Royal Air Force shall be honorary Vice-Presidents of the Legion.

8. National Chairman, National Vice Chairman and National Treasurer

- 8.1. The National Chairman, etc
- The National Chairman, National Vice Chairman and National Treasurer shall be elected by the Legion at its Annual Conference to hold office for a period of three years commencing immediately after the Annual Conference at which they have been appointed or last re-appointed, such election to be held in accordance with Rules made from time to time by the NEC.
- 8.2. The NEC or any Branch of the Legion may nominate any Ordinary Member of the Legion as National Chairman, National Vice Chairman or National Treasurer of the Legion provided that no Branch may nominate for any office more candidates than there are vacancies to be filled and not less than three nor more than twenty one days before the date by which the Final Agenda must be circulated, there shall have been left at the Principal Office of the Legion notice in writing signed on behalf of a Branch, of the intention to propose such person for election and also notice in writing signed by that person of his or her willingness to be elected.
- 8.3. In the event of any casual vacancy arising in the offices of the National Chairman, National Vice Chairman or National Treasurer, the NEC shall have power to appoint a fit and proper person being an Ordinary Member of the Legion to discharge the duties of the office so vacated until the next Annual Conference.

9. NEC

- 9.1. The affairs of the Legion shall be managed and controlled by the NEC, which shall be entitled to exercise all powers of the Legion as are not by these Rules required to be exercised by the Legion in Annual or Special Conference or by an Area Council or Branch. The NEC shall not be liable for debts incurred or obligations undertaken by any Area Council or Branch.

- 9.2. The NEC shall comprise the National Chairman, National Vice Chairman and National Treasurer together with elected members and co-opted members each of whom will have one vote.
- 9.3. Each Area Council shall be entitled to elect not more than two Members of the Legion to the NEC to hold office for a maximum period of three years (but subject to the provisions for rotation), to remove any such person so appointed and to elect another person in place of any person so removed or otherwise ceasing to be a member of the NEC. Any such appointment or removal shall take effect when made by notice in writing signed on behalf of the Area Council delivered to the Principal Office of the Legion.
- 9.4. The NEC shall have power to co-opt not more than six additional members of the NEC to hold office for such period as the NEC shall determine at the time of appointment or, if no period is specified, for a period of three years from the date of appointment, and to fill any casual vacancy in such appointments.
- 9.5. Any member elected or appointed to fill a casual vacancy shall hold office only until the following Conference.
- 9.6. To facilitate the election of members of the NEC, one-third of the elected members representing the Areas shall retire at the first Annual Conference following the adoption of this Constitution, those who are to retire shall unless they are otherwise agreed among themselves be drawn by lot from those who have been longest in office since appointed or last re-appointed, likewise at the second Annual Conference following adoption of this Constitution a further one-third of members of the elected members representing the Areas shall retire and so on so that in every year one third of the elected membership of the NEC shall retire by rotation.
- 9.7. Retiring elected members of the NEC shall be eligible for re-election by an Area Council provided that no member so elected shall serve more than two consecutive terms of office of three years.
- 9.8. The President shall be entitled to attend any meeting of the NEC but shall not by virtue of holding the office of President be entitled to vote.
- 9.9. The NEC shall decide all questions of policy and administration connected with the Legion, having regard to any recommendations

made by the Annual Conference and shall determine any questions that fall outside the scope of these Rules.

- 9.10. The NEC may from time to time appoint such Committees as are necessary to manage the affairs of the Legion and to delegate such of its powers and duties to these Committees as it thinks fit.
- 9.11. A member of the NEC shall cease to be a member of the NEC if removed by the Area Council which elected him or her, if the member resigns his or her membership of the NEC by notice in writing to the Principal Office of the Legion, if the member ceases to be a Member of the Legion, if the member ceases to be eligible to be a Charity Trustee in terms of the Charities and Trustees Investment (Scotland) Act 2005 as varied from time to time or if the member is expelled from the NEC by way of a resolution passed by majority vote at a NEC meeting, providing that (in the case of any proposed expulsion) the following procedures have been observed:-
- 9.11.1. at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion; and
- 9.11.2. the member concerned shall be entitled to be heard on the resolution at the meeting at which the resolution is proposed.
- 9.12. In the event that a member of the NEC who has been expelled was elected to hold office by an Area Council, that Area Council shall have power to elect another Member of the Legion to hold office for the balance of the term of office of the expelled member. The expelled member shall not be eligible for re-election as a member of the NEC.
- 9.13. The NEC shall appoint a General Secretary of the Legion and shall delegate to him or her the day-to-day management of the Legion.
- 9.14. The NEC may from time to time make such Rules as are necessary for the proper management of the Legion.

10. Meetings of the NEC

- 10.1. Members representing not less than one third of the NEC may request the National Chairman to call a meeting of the NEC on giving at least 7 days' notice to the Principal Office in writing.
- 10.2. All business shall be decided by a majority of votes; if an equality of votes arises, the chairman of the meeting shall have a casting vote. Every member of the NEC shall have one vote.
- 10.3. No business shall be dealt with at a meeting of the NEC unless a quorum is present; the quorum for meetings of the NEC shall be one-third of the members entitled to attend and vote.
- 10.4. If the National Chairman, or in his or her absence the National Vice Chairman, is unwilling or unable to act as chairman or is not present within 15 minutes after the time when the meeting was due to commence, the NEC members present shall elect from among themselves the person who will act as chairman of the meeting.
- 10.5. The NEC may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the NEC; for the avoidance of doubt, any such person who is invited to attend the NEC meeting shall not be entitled to vote.
- 10.6. Each of the members of the NEC shall, in exercising his functions as a member of the NEC of the Legion, act in the interests of the Legion; and, in particular, must:-
- 10.6.1. seek, in good faith, to ensure that the Legion acts in a manner which is in accordance with its objects;
- 10.6.2. act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- 10.6.3. in circumstances giving rise to the possibility of a conflict of interest between the Legion and any other party including the Area Council which elected the member to the NEC, put the interests of the Legion before that of the other party, in taking decisions as a member of the NEC;

- 10.6.4. where any other duty prevents him or her from doing so, disclose the conflicting interest to the NEC and refrain from participating in any discussions or decisions involving the other members of the NEC with regard to the matter in question; and
- 10.6.5. ensure that the NEC complies with any direction, requirement, notice or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005 (including any statutory amendment or re-enactment for the time being in force).
- 10.7. All acts done by any meeting of the NEC or of a committee or sub-committee of NEC or by any person acting as a member thereof shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to so act.
- 10.8. The personal out-of-pocket expenses incurred by members of the NEC and Committees shall be defrayed out of the General Fund.
- 10.9. The NEC may delegate any of their powers to any sub-committee consisting of one or more members of the NEC members and such other persons (if any) as the NEC may determine; they may also delegate to the chair of the NEC (or the holder of any other post) such of their powers as they may consider appropriate.
- 10.10. Any delegation of powers under the preceding clause may be made subject to such conditions as the NEC may impose and may be revoked or altered.
- 10.11. The Rules of procedure for any sub-committee shall be as prescribed by the NEC.
- 10.12. The NECs shall ensure that minutes are made of all proceedings at Annual or Special Conferences, the NEC meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairman of the meeting.

11. Conferences

- 11.1. Each Area Council shall be entitled to not more than two representatives at any Conference. Branches shall be entitled to be represented at any Conference on the basis of one representative for every 100 Ordinary Members or part thereof but with a maximum of four representatives. A representative attending any Conference to represent any Area Council or Branch must be an Ordinary or Life Member of the Area Council or Branch which he represents.
- 11.2. For the purpose of any Annual or Special Conference, Branch Membership shall be deemed to be the total number of members of the Branch as detailed in the Branch annual return.
- 11.3. Service Liaison Officers invited by the NEC shall be allowed to speak at Annual Conference at the discretion of the Chairman of the Conference, but shall not have a vote. One representative nominated from the Earl Haig Fund Scotland, one representative nominated from the Royal British Legion and not more than two representatives nominated from the Women's Section, shall be invited to attend but shall not have a vote.
- 11.4. Members of the NEC shall not be eligible for appointment as representatives of Branches or Area Councils, but may attend and vote at all Conferences.
- 11.5. The quorum necessary for the transaction of any business at any Annual or Special Conference shall be one-third of the representatives of Area Councils and Branches entitled to attend exclusive of officers and members of the NEC present at the time that the Conference proceeds to business or within 15 minutes thereafter, failing which the Conference shall be dissolved.

12. Annual Conference

- 12.1. The Annual Conference shall be held each year in May, June or July on a date or dates which shall be set by the NEC. The business to be transacted at an Annual Conference shall be:-
 - 12.1.1. The consideration of the Reports and Accounts for the previous year;
 - 12.1.2. The appointment of the auditors;

- 12.1.3. The election of a National Chairman, National Vice Chairman and National Treasurer (when applicable);
 - 12.1.4. The receipt of intimation of the members of the NEC elected by the Area Councils and the notification of co-opted members of the NEC;
 - 12.1.5. The consideration of Resolutions proposed upon notice by the NEC, Area Councils and Branches; and
 - 12.1.6. The choice of venue for the next Annual Conference.
- 12.2. Notice shall be given in writing to the NEC of all Resolutions and of nominations for the offices of the National Chairman, National Vice Chairman and National Treasurer (when applicable) by the following dates in each year:-
- 12.2.1. Resolutions and Nominations by Branches by 28th JANUARY;
 - 12.2.2. Resolutions and Nominations by Area Councils by 14th FEBRUARY;
 - 12.2.3. Copies of Resolutions submitted by Branches shall be sent by the Branch to the Area Secretary concerned for information within seven days of the Branch Annual General Meeting;
 - 12.2.4. Amendments to Resolutions shall be notified by the proposer to the NEC not later than five weeks prior to the date of the Conference; and
 - 12.2.5. Resolutions by the NEC and any Standing Committees by 1st MARCH.
- 12.3. Each Area Council shall notify the NEC by 1st MARCH of the names of representatives to be elected to the NEC.
- 12.4. Resolutions and Nominations and the name of representatives elected as aforesaid shall be printed and issued by the NEC to Area Councils and Branches in the form of a Provisional Agenda not less than eight weeks prior to the date of the Conference.

- 12.5. The NEC shall have the right:-
- 12.5.1. to place such resolutions as it thinks fit on the Provisional Conference Agenda and in addition shall have the right to co-ordinate, into one or more Resolutions, all overlapping Resolutions;
 - 12.5.2. to reject any Resolution which is at variance with the Constitution or any Rules made in terms of it or otherwise incompetent, irregular or out of order; and
 - 12.5.3. to determine the order in which Resolutions shall be discussed at the Conference.

If a Resolution is rejected in terms of this Rule, it shall not be included in the Agenda issued to Area Councils and Branches, but the NEC shall, without delay, communicate to the Branch and to the Area Council concerned, the reason why the Resolution has been rejected.

- 12.6. At least ten days prior to a Conference, the Final Agenda for the Conference shall be published by the NEC and one copy thereof shall be supplied to each Area Council and Branch and to each representative to the Conference.
- 12.7. All decisions of a Conference shall be made by the votes of the members of the NEC and representatives present entitled to vote and voting and proxies are inadmissible. The Chairman shall not have a casting vote in the event of equality in voting. Upon all questions, the voting of representatives shall be ascertained by a show of voting cards, unless the Chairman shall direct that a ballot be taken or the vote relates to the election of officers and a choice has to be made between candidates. The voting for the election of officers, if a choice has to be made between candidates, shall be made by ballot. No candidate shall be deemed elected by the Conference to any position in the Legion who does not secure an absolute majority of the votes cast. If no candidate secures such a majority then further ballot or ballots shall be taken and the candidate securing the smallest number of votes in the previous ballot shall be excluded from the subsequent ballot or ballots.
- 12.8. No canvassing shall be permitted for the election of officers.

13. Special Conference

- 13.1. Any Conference of the Legion other than the Annual Conference shall be called a Special Conference.
- 13.2. The Notice calling a Special Conference shall state the terms of the Resolution or Resolutions to be considered at the Conference. Any amendment which is proposed shall be submitted to the NEC in writing not less than four weeks prior to the date fixed for the Conference. All amendments so submitted shall be circulated to Area Councils and Branches not less than three weeks prior to the date of the Conference.
- 13.3. The NEC may convene a Special Conference or one-third of the Branches of the Legion may demand that a Special Conference be convened by giving notice in writing to the NEC of the business which it is intended to be discussed. Within three weeks of the receipt of such demand, the NEC shall serve notice on Area Councils and Branches giving not less than eight weeks' notice calling a Special Conference.

14. Area Councils

- 14.1. The Legion shall be divided into geographical areas and a body shall be formed in each Area known as the Area Council. Each Branch shall be affiliated to the Area Council in whose area it is situated. The NEC shall determine the extent of each geographical area and may alter its determination from time to time to suit changing circumstances.
- 14.2. The members of each Area Council shall be chosen annually by the Branches affiliated to it and each Area Council will consist of as many members as will allow each Branch being represented to be represented on a scale equivalent to that provided for at a Conference. At its Annual General Meeting, each Branch shall elect the appropriate number of representatives and within seven days after the said Meeting shall intimate the names and addresses of its representatives to the Area Secretary concerned. A Branch newly formed or resuscitated may appoint one member as its representative until the next Annual General Meeting of the Area Council. If any Branch representative is unable to attend a meeting of the Area Council, he or she shall notify the Branch Secretary, the Branch may thereupon nominate a substitute representative and, provided that

notice has been received by the Area Secretary of the name of such substitute representative, he or she may attend the meeting of the Area Council as Branch representative and vote thereat.

- 14.3. Each Area Council shall hold an Annual General Meeting and such other meetings as are necessary for the transaction of business and to receive reports about general matters affecting the area. The Annual General Meeting shall be held no later than the 7th of February in each year.
- 14.4. Additional meetings of an Area Council may be convened by the Chairman and Vice Chairman or by the Chairman alone upon receipt of a requisition signed by Branch officers on behalf of each of not less than 25% of the Branches in the Area.
- 14.5. At the Annual General Meeting the Area Council shall elect a President, Chairman, Vice Chairman, Secretary and Treasurer and such other members as may be found necessary to form an Executive Committee. Retiring Officers shall be eligible for re-election for up to a maximum of six years. Officers shall be chosen from the Branch representatives and on their taking office shall cease to be representatives of their respective Branches, and the said Branches shall be entitled to appoint others in their place.
- 14.6. In the event of any vacancy arising amongst the officers, the Area Council concerned shall have power to appoint a fit and proper person being an Ordinary Member of the Legion resident in the Area, to discharge the duties of the office so vacated until the next Annual Meeting of the Area Council.
- 14.7. The duties of the Area Executive Committee shall be:-
 - 14.7.1. To aid the NEC in carrying on the aims and objects of the Legion in the Area;
 - 14.7.2. To instruct Branches in accordance with directions given by the NEC and the General Secretary;
 - 14.7.3. To monitor the financial reporting of Branches ;
 - 14.7.4. To oversee the provision of help and training for members of Area Councils and Branch Committees;

- 14.7.5. To co-ordinate enquiries and disciplinary appeals; and
 - 14.7.6. Generally to assist the NEC and General Secretary with the management and control of the Legion in their Area and
 - 14.7.7. To forward to the NEC and the General Secretary any particulars which may be required by the NEC or the General Secretary in the interests of the Legion.
- 14.8. No remuneration shall be paid to a member of the Area Executive Committee without the prior approval of the NEC and at no time shall the number of members of the Area Executive Committee who are in receipt of remuneration equal or exceed one half of their number.
 - 14.9. Subject to the prior approval of the NEC, the Area Executive Committee shall have power to employ such staff as they may consider necessary and to pay them reasonable remuneration.
 - 14.10. A copy of the Minutes of all meetings of Area Executive Committees and Area Councils shall be forwarded to the General Secretary within 28 days of the meeting. Each Branch shall be sent a copy of the Area Council Minutes.
 - 14.11. No Area Council, nor any Committee or Officer thereof, shall have power, express or implied, to pledge the credit of the Legion or of any Officer of the Legion, or to incur any financial or other liability in the name or on behalf of the Legion, or of any Officer of the Legion, nor shall the Legion or any Officer of the Legion be liable for any act, omission, neglect or default by an Area Council or any Committee or Officer thereof.
 - 14.12. The financial year shall be from 1st November to 31st October. The Area Council shall from time to time be supplied with funds by the NEC in accordance with the Constitution; such funds shall be allocated to the general expenses of the Area and shall not be used for any other purpose.
 - 14.13. Any member of an Area Council or Area Executive Committee may be expelled by the NEC providing that the following procedures have been observed:-

- 14.13.1. at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion; and
 - 14.13.2. the member concerned shall be entitled to be heard on the resolution at the meeting of the NEC at which the resolution is proposed.
- 14.14. An Area Council shall be entitled to own property, which shall constitute the Area funds and may consist of:-
 - 14.14.1. Heritable property;
 - 14.14.2. All monies invested or deposited on behalf of that Area;
 - 14.15. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chairman, treasurer and secretary of the Area (and their successors in office) or in name of a nominee company holding such property in trust for the Area. Any person or body in whose name the Area's property is held shall act in accordance with the directions issued from time to time by the Area Council.

15. Branches

- 15.1. The primary unit of the Legion shall be the Branch to one only of which every member shall belong. Permission to form or resuscitate a Branch of the Legion shall be in the discretion of the Area Executive Committee in whose Area the proposed Branch is situated. The Area to be covered by a Branch shall, if necessary, be defined by the Area Executive Committee concerned. Each Branch shall be subject to the control and direction of the Area Secretary.
- 15.2. In the event of a Branch wishing to divide its own area and to form Sub-Branches, permission to do so shall first be obtained from the Area Executive Committee and such Sub-Branches, if formed, shall function solely through the Branch and shall not have direct representation as Sub-Branches on any Council, Committee, or body of the Legion. The formation of Sub-Branches by a Branch shall not give the said Branch any powers other than those possessed as a Branch of the Legion.

- 15.3. In the event of two or more Branches wishing to amalgamate, permission to do so shall first be obtained from the Area Executive Committee concerned. No amalgamation shall take place unless a Resolution (of which at least four weeks' notice to all members shall be given) is passed by a majority of the Ordinary and Life Members of each of the Branches concerned, present and entitled to vote at any General Meeting of the Branch. Where two or more Branches amalgamate, the assets of each Branch shall be transferred to and shall remain the property of the amalgamated Branch as if it was a separate new Branch, subject to the provisions of any Trusts affecting such assets.
- 15.4. At the Annual General Meeting in each year, the Branch shall elect the Officers and Branch Committee for the ensuing year. A Branch may at the discretion of the Branch Members elect Officers and the Branch Committee for a term of office not exceeding three years. If such a discretion should be exercised by a Branch, one-third of the Officers and one-third of the Branch Committee shall retire each year but shall be eligible for re-election. In addition to the Annual General Meeting, each Branch shall meet at least three times a year for the transaction of business, one item of which shall be a report by the Treasurer on the state of the Branch funds.
- 15.5. The Branch Committee of each Branch shall consist of a President, Chairman, Vice-Chairman, Treasurer, Secretary and such additional members as the Branch may consider necessary for the proper administration of the Branch. No more than two offices may be held by one individual.
- 15.6. The duty of the Branch Committee shall be to carry out the aims and objects of the Legion and to carry out any direction given to it by the Area Secretary. The Branch Committee shall meet at least four times a year. Any member of a Branch Committee may be removed from office by the Branch Committee or by the Branch at a meeting especially convened for the purpose, providing that the following procedures have been observed:-
- 15.6.1. at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed removal; and
- 15.6.2. the member concerned shall be entitled to be heard on the resolution at the meeting of the Branch at which the resolution is proposed.
- 15.7. Within seven days after the Annual General Meeting, the Secretary of each Branch shall send the names and addresses of the committee to the General Secretary who will, in turn, compile a list of Branch Chairmen and Secretaries, Area Secretaries and Area Executive Committee members with their addresses, and send a copy to each Area Council and Branch.
- 15.8. All Branches shall prepare their Annual Accounts as at 31st October in each year in a form approved by the NEC and shall, not later than 21st January following, hold their Annual General Meeting, at which the accounts for the previous year shall be submitted and the Officers and Committee for the ensuing year shall be elected.
- 15.9. The General Secretary or an Area Secretary shall be entitled to attend Branch Meetings at any time and upon giving seven days' notice to authorise any person or persons to examine all the books and accounts of the Branch.
- 15.10. A Branch shall be entitled to own property, which shall constitute the Branch funds and may consist of:-
- 15.10.1. Heritable property;
- 15.10.2. Any monies in the hands of a Branch or of its Officers, being annual subscriptions and life membership fees of members, after forwarding to Headquarters the due proportion of affiliation fees;
- 15.10.3. All monies paid or donated to a Branch specifically to be used by the Branch for the purposes of the Legion;
- 15.10.4. All monies raised by a Branch specifically for its own purpose and benefit, provided that when an appeal to the public is involved, such appeal receives the prior approval of the Area Secretary; and
- 15.10.5. All monies invested or deposited on behalf of that Branch.

The Branch property is to be utilised solely towards the promotion of the objects of the Legion and is not transferable to or for non-charitable purposes.

- 15.11. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chair, treasurer and secretary of the Branch (and their successors in office) or in the name of a nominee company holding such property in trust for the Branch. Any person or body in whose name the Branch's property is held shall act in accordance with the directions issued from time to time by the Branch Committee.
- 15.12. No Branch or Sub-Branch nor any Officer thereof shall have power, express or implied, to purchase or sell or otherwise dispose of heritable property without prior approval of the NEC or to pledge the credit of the Legion or of any Officer of the Legion, or to incur any financial liability or any liability whatsoever in the name or on behalf of the Legion or of any Officer of the Legion, nor shall the Legion or any Officer of the Legion be liable for any act, omission, neglect or default done or committed by any Branch or Sub Branch or any Officer thereof.
- 15.13. Notwithstanding the provisions of the foregoing sub-clause, a Branch Committee shall be empowered to raise or borrow money or to grant a charge over its property or any part thereof provided it has satisfied the NEC in advance that:-
 - 15.13.1. It has taken legal and professional advice regarding any proposed borrowing;
 - 15.13.2. Such advice is in favour of the proposed borrowing; and
 - 15.13.3. It can give adequate security if required.
- 15.14. Details of any loan, which may be obtained, shall be given to the General Secretary.
- 15.15. When a Branch has ceased to be viable or where no Branch exists, but it is desirable to have a Legion presence, the Area Secretary shall appoint a member to be the local Legion representative. Such representative will be treated as a Branch for the purpose of all

correspondence and the free issue of the Legion magazine. On appointment their names are to be forwarded to the NEC by the Area Secretary and are to be included in the Branch list and they will be entitled to attend, but not count in the quorum or vote at Area Council or Conference.

16. Expulsion of a Branch

- 16.1. The NEC shall, providing that it observes the procedural safeguards below, have power to expel a Branch from the Legion if it:-
 - 16.1.1. Refuses to conform to the Constitution or Rules of the Legion;
 - 16.1.2. Refuses to obey the ruling of the NEC, the General Secretary or Area Secretary concerned, when requested in writing to do so; or
 - 16.1.3. Acts in any way whatsoever which is in the opinion of the NEC liable to bring the Legion into disrepute.
- 16.2. The procedural safeguards to be observed are:-
 - 16.2.1. at least 21 days' notice of the intention to propose the resolution to expel must be given to the Branch concerned, specifying the grounds for the proposed expulsion; and
 - 16.2.2. the Branch concerned shall be entitled to be heard on the resolution at the meeting at which the resolution is proposed.
- 16.3. The members of a Branch which have been expelled from the Legion shall cease to be members of the Legion, unless and until they are permitted by the Area Council concerned to transfer their membership to another Branch.

17. Dissolution of a Branch

- 17.1. A Branch may be dissolved by a Resolution (of which at least four weeks' notice to all members shall have been given) passed by a majority of the Members entitled to vote and present at any General Meeting of the Branch; provided that when more than twelve duly

qualified members shall have voted against such resolution, it shall be deemed not to have been passed.

- 17.2. When a Branch is expelled or dissolved, all books, trophies and other property, heritable or moveable, shall be disposed of at the discretion of the Area Council and buildings which have been the property of the Branch shall, subject to the terms of any trust, be sold or utilised at the discretion of the Area Council for the benefit of the Legion, or may be sold or otherwise disposed of at the discretion of the Area Council.
- 17.3. In exercising its discretion, the Area Council may invite another Branch to take over the dissolved Branch or to reform it as a Sub-Branch and should such other Branch agree so to do, the assets of the dissolved Branch shall accrue to the other Branch and the members shall become members of that Branch.
- 17.4. If, within three years after the dissolution or expulsion of a Branch, a new Branch is formed in the same locality as the Branch which has been dissolved or expelled, such monies and property or such proportion thereof and at such times as the Area Council shall in its absolute discretion think fit, shall (subject to the provisions of any trusts affecting the same) be put at the disposal of such a new Branch otherwise shall become part of the Funds of the Area and shall be made over to the Area Treasurer.

18. Capitation Fees and Annual Subscription

- 18.1. Every Ordinary and Associate Member shall pay such annual subscription as shall be determined by the Branch to which he or she belongs, and this shall entitle him or her to full use of all privileges of the Branch. All subscriptions are due on the 1st of November each year and are paid in advance for the ensuing year. No special allowance is made for applicants joining during the year.
- 18.2. All subscriptions shall be acknowledged by means of a receipt signed by the Branch Treasurer. These receipts shall be given only on forms issued by the General Secretary.
- 18.3. Any Member who without reasonable excuse is two months in arrears with his subscription shall cease to be a member of the Legion. He may apply for re-admission and if accepted, shall pay the subscription for the year in which he is re-admitted.

- 18.4. No Member leaving the Legion shall have any claim upon the subscriptions or other monies paid by him into the funds of the Legion.
- 18.5. An annual Capitation Fee shall be payable by Branches to the NEC in respect of each Ordinary and Associate Member of a Branch. The Annual Conference shall decide each year the amount of the Capitation Fee to be payable by Branches for:
 - 18.5.1. Ordinary Members; and
 - 18.5.2. Family and Associate Members.
- 18.6. The NEC shall recommend to the Annual Conference each year and the Annual Conference may increase but shall not reduce the amount of an existing Capitation Fee. Conference may amend the proposal to a figure lower than that recommended by the NEC but not lower than the existing Capitation Fee.
- 18.7. The Capitation Fee shall be paid to the NEC not later than 35 days after the Branch has received the receipt forms. All unused Capitation Fee Receipts must be returned to the NEC by 31st October each year. After this date no credit will be given.

19. Branch Clubs

- 19.1. Subject to the approval of its Area Council, a Branch shall have power to form a separate Club (licensed in accordance with the Licensing (Scotland) Act 2005) provided that in forming and subsequently overseeing such Club the Branch shall comply with Rules made from time to time by the NEC.

20. Meetings

- 20.1. All meetings of Area Councils, Area Executive Committees, Branch Committees and Branches shall be held in accordance with Rules made from time to time by the NEC.

21. Accounting Records and Annual Accounts

- 21.1. The NEC shall ensure that proper accounting records are maintained in an orderly manner and sufficiently to show and explain the transactions of the Legion and, in particular, disclose with reasonable

accuracy and promptness the Legion's financial position at any time, to explain its transactions and to permit the Legion and its Officers to discharge the duties imposed on them by law.

- 21.2. The NEC shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

22. Notices

- 22.1. Any notice which requires to be given to a member under this constitution shall be in writing; such a notice may either be given personally to the member or be sent by post in a pre-paid envelope addressed to the member at the address last intimated by him to the Legion.
- 22.2. Any notice which requires to be given to a Branch under this constitution shall be in writing; such a notice may be sent by post in a pre-paid envelope addressed to the Branch Secretary at the address of the last Branch Secretary known to the NEC.
- 22.3. Any notice which requires to be given to the NEC shall be in writing; such a notice may either be given personally to the Principal Office of the Legion or be sent by post in a pre-paid envelope addressed to the General Secretary at the Principal Office of the Legion.
- 22.4. Any notice period calculated according to a number of days shall exclude the day on which it is served or deemed to be served and the day for which it is given. Any notice sent by post shall be deemed to be served on the second day

23. Dissolution and Disposal Of Assets

- 23.1. Upon the winding up or dissolution of the Legion its assets after satisfaction of its debts and liabilities shall not be paid to or distributed among the members of the Legion or returned to the donors but shall be transferred to such other charitable Company, Trust or Association having objects similar to the objects of the Legion and having charitable purposes as the NEC may determine.

24. Alteration of Constitution

- 24.1. This constitution may from time to time be revoked, altered, or added to by the Legion in Conference, provided that due notice shall have been given of the proposed revocation, alteration, or addition, that a majority of not less than two-thirds of the votes cast by those members of Conference as are present, entitled to vote and voting are in favour of such revocation, alteration or addition and that no revocation, alteration, or addition may be made that would have the effect that the Legion would cease to be a charity

Rules

Awaiting approval

Standing Orders for the Conduct of Business at Annual or Special Conference

1. *Members to Stand when Speaking* – During the sessions of a conference, members shall, unless prevented by physical disability, stand when speaking and shall address the chair. Whenever the Chairman rises during a debate any member then speaking or offering to speak, shall sit down
2. *Relevance* – A member when speaking shall direct his speech strictly to the motion under discussion, to an explanation, or to a question of order.
3. *Length of Speeches* – The proposer of a motion shall be allowed to speak for no more than ten minutes, the seconder and all succeeding speakers for five minutes each. No speech other than those from the platform shall exceed ten minutes. Members of the National Executive Committee other than the President, Chairman or Vice-Chairman or Convenors of Committees shall speak from the body of the hall.
4. *Right to Reply* – No member except the proposer of a motion shall be permitted to speak more than once on the same motion or amendment. The proposer, however, in exercising his right to reply, may speak a second time for no longer than five minutes, but he shall confine himself strictly to answering previous speakers and shall not introduce any new matter into the debate. After such reply, the question shall be put forthwith.
5. *Motions and Amendments* – All nominations, motions and amendments shall be submitted in writing and in accordance with the Rules.
6. *Precedence of Agenda* – Subjects not included in the Final Agenda shall only be discussed when Standing Orders have been suspended in accordance with Standing Order No 8.
7. *Power to Vary Procedure* – The Chairman shall have the power to vary the order of procedure and the sequence of Resolutions as printed on the Final Agenda.
8. *Suspension of Standing Orders* – Any one or more of these Standing Orders may be suspended by resolution passed by conference provided that at least two-thirds of the representatives present and entitled to vote shall vote for the resolution.
9. *Moving of Motions and Amendments* – The procedure at Conference for dealing with motions and amendments shall be as follows:

The mover shall move the motion and speak to it. It shall be seconded. No motion shall be discussed by the Conference or be put to it until it shall have been so seconded. The Chairman shall then put the motion to the Conference to be discussed and to be voted upon.

If, however, any amendment is moved and seconded, then the Chairman shall invite discussion and shall then put it to the meeting to be voted upon. If it is rejected by the Conference, the original motion shall be voted upon. If there are any further amendments they shall each be discussed and voted on in turn, and when they have all been dealt with, the motion shall be put to the Conference in its original form or as amended, as the case may be and the Conference shall vote upon the motion. The Chairman shall ensure in the case of several amendments that each is considered in order and each disposed of separately.

10. *Withdrawal of Motions or Amendments* – No motion or amendment shall be withdrawn except by the consent of the Conference. Such consent shall be ascertained without debate and no member shall be at liberty to speak upon it after consent to withdrawal has been given.
11. *Closure of Debate* – Any member at the closure of the speech of any other member may move: That the Conference do proceed to the next business : this motion, if seconded, shall be put forthwith without debate and, if carried, the original motion or amendment under discussion shall be considered as dropped; or That the question be now put; such motion seconded, shall be put to the Conference without debate and if carried, the original motion or amendment under discussion, shall be put at once, subject only to the right of reply of the proposer, under Standing Order No 4.
12. *Points of Order* – Any member whether he/she has spoken or not on the matter under discussion may rise to a point of order or to make a personal explanation necessitated by the course of discussion. A member so rising shall be entitled to be heard forthwith. The ruling of the Chairman on a point of order, or the admissibility of a personal explanation, shall be final and shall not be open to discussion.
13. *Appointment of Scrutineers* – At the conclusion of the Chairman's opening address such scrutineers, as may be deemed necessary, shall forthwith be appointed.
14. *Voting on the Place of the Next or Subsequent Conference(s)* – In voting for the next place or the next subsequent Conference an eliminating vote shall be taken unless in the first vote one place has a clear majority over the others.

15. *Chairman's Ruling and Authority* – The decision of the Chairman shall be final upon any matter of the interpretation to be placed upon any Standing Order, or upon whether a motion has been carried or rejected.
16. *Disorder* – Any person disobeying the ruling of the Chairman may be suspended for the remainder of the Conference, upon the motion of the Chairman or two others, put without debate and carried.

The Terms of Reference for Standing Committees

1. Definition

1.1 The National Executive Committee shall, at the first meeting after National Conference, appoint the following Standing Committees. Each Standing Committee shall consist of a Convener appointed by the National Executive Committee. Members are to be selected from Area representation as proposed and agreed in the Committee.

Pensions & Welfare
Sports
Recruiting and Promoting the Legion
Piping

1.2 The National Executive Committee shall also appoint a Piping Committee but delegates this power to the Annual Convention of Drum and Pipe Majors.

2. Composition of Standing Committees

2.1 Pensions & Welfare, Sports and Recruiting & Promoting the Legion (R&PTL) Committees will comprise of one Ordinary Member from each Area, the Piping Committee will comprise of one Ordinary Member, the Vice Convener. The four Committees have other such members as detailed in Sub Para 2.4 below.

2.2 The Piping Committee may add to its membership from within or without the Legion as required.

2.3 The R&PTL Committee will comprise of Nine Area Conveners (one from each of the nine Areas) and a National Convener appointed by the NEC.

2.4 Other Members of Standing Committees

Other Members of Standing Committees shall be:

(a) Pensions & Welfare Committee

One Representative from the Woman's Section
One Representative from the Earl Haig Fund Scotland
(Poppyscotland)
(None of the above members shall be entitled a vote)

The National Pensions Officer will be the Secretary to the Committee

(b) Sports Committee

The Legion Affairs Officer will be Secretary to the Committee

(c) Piping Committee

The Legion Affairs Officer will be Secretary to the Committee

(d) R&PTL Committee

The PRO will be the Publicity Advisor to the Committee

The Legion Affairs Officer will be Secretary to the Committee.

(e) Co-opted Members

All Committees shall have power to co-opt in an advisory capacity for specific business, persons having special knowledge or qualifications relating to that business, but such persons shall have no vote and shall cease to act when such business is completed.

(f) National Office Bearers

The National President, National Chairman, National Vice Chairman and National Treasurer shall be entitled to attend all Committees and Sub Committees but not entitled to vote, except when chairing the meeting.

(g) Temporary Members

In the event of a Committee Member being unable to attend a Committee Meeting for health, business or other reasons, his Area may nominate a temporary replacement for that meeting. Such temporary members will be permitted to vote.

(h) Honorary Membership

Honorary Membership may be given for valuable professional experience and the potential to give outstanding service to the Royal British Legion Scotland. It can also be conferred for distinguished service to existing Standing Committees. However, the status does not attract the right to vote.

3. Vice Conveners of Standing Committees

3.1 Committees will appoint Vice Conveners from within their own number at the first meeting after Annual Conference.

3.2 To conform with other Standing Committees a meeting of the Piping Committee should be held directly after the Convention of Drums & Pipes. The Vice Convener will be appointed by the NEC

4. Committee Minutes

A record of the proceedings of all Committees shall be made and submitted to the National Executive Committee. An update of the Minutes will be presented by the Conveners at the next NEC Meeting or as soon as administratively expedient. The proceedings of the Committee shall become the proceedings of the National Executive Committee and as such shall be binding upon members of the Legion.

5. Frequency of Meetings

5.1 With the exception of the Piping Committee, all Committees will meet formally twice a year but may be convened in an emergency by the Convener of the Committee or at the request in writing of three members of the Committee provided 10 days notice is given to the Secretary.

5.2 The Piping Committee will meet once a year but may be convened in an emergency by the Convener or at the request in writing of three members of the Committee provided 10 days notice is given to the Secretary.

5.3 Quorum

The quorum for all Standing Committees shall be four.

5.4 Attendance – Standing Committees.

Any member failing to attend two consecutive meetings without a personal apology and good reason, will be reported to the Area concerned for potential replacement.

6. Business

All Committees are to adhere to the National Executive Committee direction in the Legion Plan. The business of each Standing Committee is shown below.

7. Pensions & Welfare Committee

7.1 To keep itself informed of the general provisions concerning War Pensions and Armed Forces Service Pensions including pensions for widows of ex-servicemen and related matters and to advise branches of changes which arise in regard to appropriate legislation.

7.2 To advise the National Executive Committee on Policy and Organisation of Pensions & Welfare matters affecting ex-servicemen and women and their dependants throughout Scotland.

7.3 To encourage Branches to appoint a Pensions & Welfare Officer and ensure that such officers are kept fully informed of legislative changes so that they can respond to their members and clients needs and to encourage them through training organised by Area Training Officers.

7.4 To put forward the Legion's views on pensions and welfare provisions for the ex-service community to Government and Local Authorities as appropriate and to forge links, by membership if appropriate, with kindred organisations in order to be able to give and get the best advice available on matters such as housing, financial needs, pilgrimages and convalescence care.

7.5 To ensure that any individual ex-serviceman or woman or widow, whether a member or not, is advised and assisted in submitting claims and appeals under the War Pensions Scheme.

7.6 To assist and advise Branches and Areas in any pensions and welfare activity or problem.

7.7 To submit a Pensions and Welfare activity report for publication in the Annual report.

7.8 To co-operate as appropriate in consultation exercises likely to involve the ex-Service community as a whole.

8. Sports Committee

8.1 The Sports Committee is responsible to the National Executive Committee for the policy, decisions and promotions for all sporting competitions run by the Legion, also for the proper organisation and supervision of National Sports Competitions.

8.2 It is also responsible for the organisation of any International Sporting Competitions approved by the National Executive Committee.

8.3 It will endeavour to promote high standards of Colour Bearing for Ceremonial occasions by organising an annual competition for Colour Bearers. It will also give help and guidance on ceremonial matters.

9. Piping Committee

9.1 The Committee is responsible to the National Executive Committee for all matters relating to pipe bands and solo piping at National level. It has no responsibility for such matters at Area, Branch or Band Level. Specifically, the piping events (which include the Corp of Drums in Band events) at National Level are parades by Massed Pipes and Drums, inter-Branch Pipe Band competitions and solo piping competitions and events approved and administered by the Committee.

9.2 The Committee is the sole arbiter as to the suitability or otherwise of a pipe band or member thereof or of a solo piper to participate in any event and may prohibit such participation. The decision of the Committee is final.

9.3 The Committee is responsible for the safe custody of trophies whether in its possession or in the possession of others and that such trophies are insured against all risks for their replacement value.

9.4 The Committee will exercise supervision over expenditure of monies and will constantly be mindful of the need for strict economy consistent with the standards expected.

9.5 The Committee will actively encourage, pursue and promote interests in the training and rewarding of young pipers and drummers upon whom the future of the Legion Pipe bands entirely depend.

9.6 A Convention of Drum Majors and Pipe Majors will be held to review the events of the year completed and will report on the same with their recommendations to the Committee. The Convention will nominate two Drum Majors and two Pipe Majors for co-option to the Committee. The co-opted members will advise the Committee on all professional matters and the consensus of the Convention.

10. Recruiting & Promoting the Legion

10.1 The Committee is responsible to the National Executive Committee for all matters relating to Recruiting & Promoting the Legion at National Level. The Committee is responsible for all matters that impact on Legion recruiting and the

development of retention initiatives at National Level. In performing its duties, the Committee is responsible for the following outlined below.

10.2 The control and distribution of recruiting information, in liaison with the Area Secretaries as required.

10.3 The National planning and support function for the presentation of Road Shows and the Legion Caravan when it is transiting throughout all Areas.

10.4 The raising of Area teams to support initiatives (as 10.2 above).

10.5 The interface with the Services (including TA) to harmonise recruiting initiatives (in close liaison with Tri Service Liaison Officers).

10.6 The production of suitable presentations with Areas and outside agencies to promote the Legion.

10.7 Visiting and presenting to suitable audiences throughout Scotland.

10.8 Developing a schools liaison structure at National Level (in close liaison with the Committees and Area Secretaries).

10.9 Ensuring that all noteworthy Recruiting & Promoting The Legion events are followed-up for publication, both locally and nationally (including input for the Scottish Legion News and the Legion Website).

10.10 Developing Website access in your areas in close liaison with Area Secretaries.

10.11 Cultivating relationships with other Ex-Service organisations and Ex-Service Welfare support organisations (in liaison with the Area Secretaries).

10.12 In conjunction with Area Secretaries, review locations within areas that may have potential for the formation of a Branch/Branch Club and in doing so, liaise with like-minded ex-Service Organisations (potential for sharing facilities).

10.13 Form a register of Branch Recruiters and arrange “**Area Think Tanks**” of Branch Recruiters to form new ideas/initiatives for pursuing at Branch/Area and National level.

10.14 To promote the Annual Best Kept War Memorial

11. Colour Coding of Minutes

Minutes of the meetings of Standing Committees are to be published on the following colours of paper:

Pensions & Welfare	Pink
Sports Committee	Green
Piping Committee	Blue
Recruiting & Promoting the Legion	White
National Executive Committee	Yellow