Notes to accompany

DRAFT GOVERNING DOCUMENT

Religious Society of Friends (Quakers) in Scotland SCIO

Quakers in Scotland

QiSCG November 10th 2023

| CONTENTS |
|-----------------|-------------------------------------------------|-----------------------------|
| GENERAL         | type of organisation, Scottish principal office, name, purposes, powers, liability, general structure and affiliations | clauses 1 - 11             |
| MEMBERS         | requirements for membership, application, register of members, withdrawal, transfers, termination, attenders | clauses 12 - 32            |
| DECISION-MAKING BY THE MEMBERS | general meetings, calling a general meeting, notice, procedure at general meetings, decision making | clauses 33 - 55          |
| TRUSTEES (CHARITY TRUSTEES) | number, eligibility, initial charity trustees, appointment and release, register of charity trustees, office bearers, duties, conflicts of interest, remuneration and expenses, code of conduct | clauses 56 - 80          |
| DECISION-MAKING BY THE CHARITY TRUSTEES | notice, procedure at trustee meetings, minutes | clauses 81 - 97          |
| ADMINISTRATION | delegation, operation of bank accounts, accounting records and annual accounts | clauses 98 - 110         |
| MISCELLANEOUS  | winding up, alterations to the constitution, interpretation, definitions | clauses 111 - 117         |
GENERAL

1. Type of organisation
   Standard wording

2. Scottish principal office
   As currently used by General Meeting

3. Name
   Suggested name

4. Purposes
   Wording taken from current Governing Documents

5-7. Powers
   Wording adapted from current Governing Documents and SCVO template document.
   We have checked for inclusivity of all powers in current government documents. Should anything else be added?

8-9. Liability of the Members and of the Charity Trustees
   Wording taken from SCVO template document.

10-11. General structure and affiliation
   Wording of SCVO template modified to reflect Quaker understanding

MEMBERS

12. Requirements for membership
   SCIO requirement to have clarity of who can be members.

13-17. Application for membership
   A suggested application process based on current practices for discussion.

18-21. Register of the Members
   SCIO requirement to have a register of members. Clauses 18 and 21 based on our current practice. Clauses 19-20 required for SCIO requirements

22. Withdrawal from membership
   SCIO requirement
23-25. Transfer of membership
   SCIO template wording modified to reflect Quaker practice

26-29. Termination of membership
   SCIO template wording modified to reflect Quaker practice

30-32. Attenders
   Clarifying Quaker practice

**DECISION-MAKING BY THE MEMBERS**

33-38. Meeting for Worship for Business
   SCVO template wording for a General Meeting adapted to reflect Quaker terminology as explained in definitions page..

39-40. Members calling a Meeting for Worship for Business
   SCVO template modified to reflect Quaker practice

41-46. Notice of a Meeting for Worship for Business
   SCVO template modified to reflect Quaker practice

47-52. Procedure at a Meeting for Worship for Business
   SCVO template modified to reflect Quaker practice

53-55. Decision-making at a Meeting for Worship for Business
   Wording adapted from current Governing Documents.

**TRUSTEES**

56. Number of Trustees
   A suggested number 7 – 15. Does this feel acceptable?

57-58. Eligibility of Charity Trustees
   Standard conditions using Quaker terminology

59. Initial charity trustees
   Wording taken from SCVO template document and as required

60-63. Appointment and release of Charity Trustees
SCVO template modified to reflect Quaker practice. Does this feel acceptable?

64-66. Register of the Charity Trustees
SCIO requirement to have a register of trustees

67-68. Officer-bearers - Clerks & Treasurers
SCVO template modified to reflect Quaker practice. Are Friends happy with this arrangement? Is the list correct? Do all appointments have to be by the members or can some be delegated?

69-70. Charity Trustee – general duties
Standard conditions

71-72. Conflict of interest involving charity trustees - general
Standard conditions

73-78. Remuneration and expenses
Standard conditions.

79-80. Code of conduct for charity trustees
Standard conditions

DECISION MAKING BY THE CHARITY TRUSTEES

81-83. Notice of trustee meetings
SCVO template modified to reflect Quaker practice

84-95. Procedure at trustee meetings
SCVO template modified to reflect Quaker practice.

96-97. Minutes of trustee meetings
SCVO template modified to reflect Quaker practice

ADMINISTRATION

98-102. Delegation to sub-committees
SCVO template modified to reflect Quaker practice

103-107. Delegation of management responsibilities
SCVO template modified to reflect Quaker practice

108. Operation of accounts
109-110. Accounting records and annual accounts

Standard conditions.

111-113. Winding up

SCVO template modified to reflect Quaker practice

114-115. Alterations to the constitution

Standard conditions

116-117 Interpretation and definitions

SCVO template modified to reflect Quaker practice