

Notes to accompany

DRAFT GOVERNING DOCUMENT

Religious Society of Friends (Quakers) in Scotland SCIO

Quakers in Scotland

QiSCG November 10th 2023

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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

Standard conditions.

109-110. Accounting records and annual accounts

Standard conditions.

MISCELLANEOUS

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